DTS Traveler

United States Marine Corps
Defense Travel System (DTS)
Curriculum

Introduction

- As traveler and user of Defense Travel System (DTS), you must:
  - Be aware of your responsibilities
  - Follow DTS travel procedures

Overview

- Main topics of this lesson include:
  - Identify traveler responsibilities
  - Complete travel authorizations
  - Complete travel vouchers
  - Identify applicable regulations
  - Identify available resources

Purpose

- The purpose of this lesson is to introduce responsibilities of the traveler and user of DTS, the applicable regulations, and available resources

Evaluations/Safety

- Evaluated by your participation
- Safety/Administrative Notes:
  - House/local rules
  - Location of restrooms
  - Location of emergency exits
  - Training will cease in the event of an emergency
  - Cell phones off or on vibrate

Transition

- Questions?
- Next: responsibilities of the DTS traveler

Users and Travelers

- Users are DOD personnel who:
  - Interact on behalf of another person
  - DTAs, NDEAs, AOs, COs, DMOs, DOs/FOs
- Travelers are DOD personnel who:
  - Interact with DTS on their own behalf
  - User may prepare their authorizations, vouchers
- DOD Contractors support, are not travelers

Ask for Guidance

- Ask for guidance for anything you do not understand
- Your local Helpdesk contact is:

Required Training

- Within three months of commencement of creating a travel authorization and annually thereafter, complete one of:
  - DTS Traveler training through USMC DTS Curriculum, or
  - “DTS Travel Documents (DTS 101)” web-based training on TraX

Navigate DTS Website

- Insert CAC, Select “LOGIN to DTS”

Defense Travel System
A New Era of Government Travel
Search DTS
Go!
Web Accessibility | Privacy and Security Notice | Site Map
Home
DTMO Website
Training
FAQs
Travel Assistance Center (TAC)
References
Contacts
Welcome to DTS!!
Welcome to the new era of government travel that can really take you places.
Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.
Click here to visit the
DEFENSE TRAVEL MANAGEMENT OFFICE
www.defensetravel.dod.mil
Login to the Defense Travel System
Click on the button below to begin using the Defense Travel System.
LOGIN TO DTS
Travel Assistance Center
Serving the DoD Travel Community 24 hours a day, 7 days a week
Click here for more information
First Time Users
Click below to learn more about DTS and the tools required for
Training
Click below to learn how to use DTS and for additional training
System Status
DTS
DTS is available
EWTS
EWTS is Available.

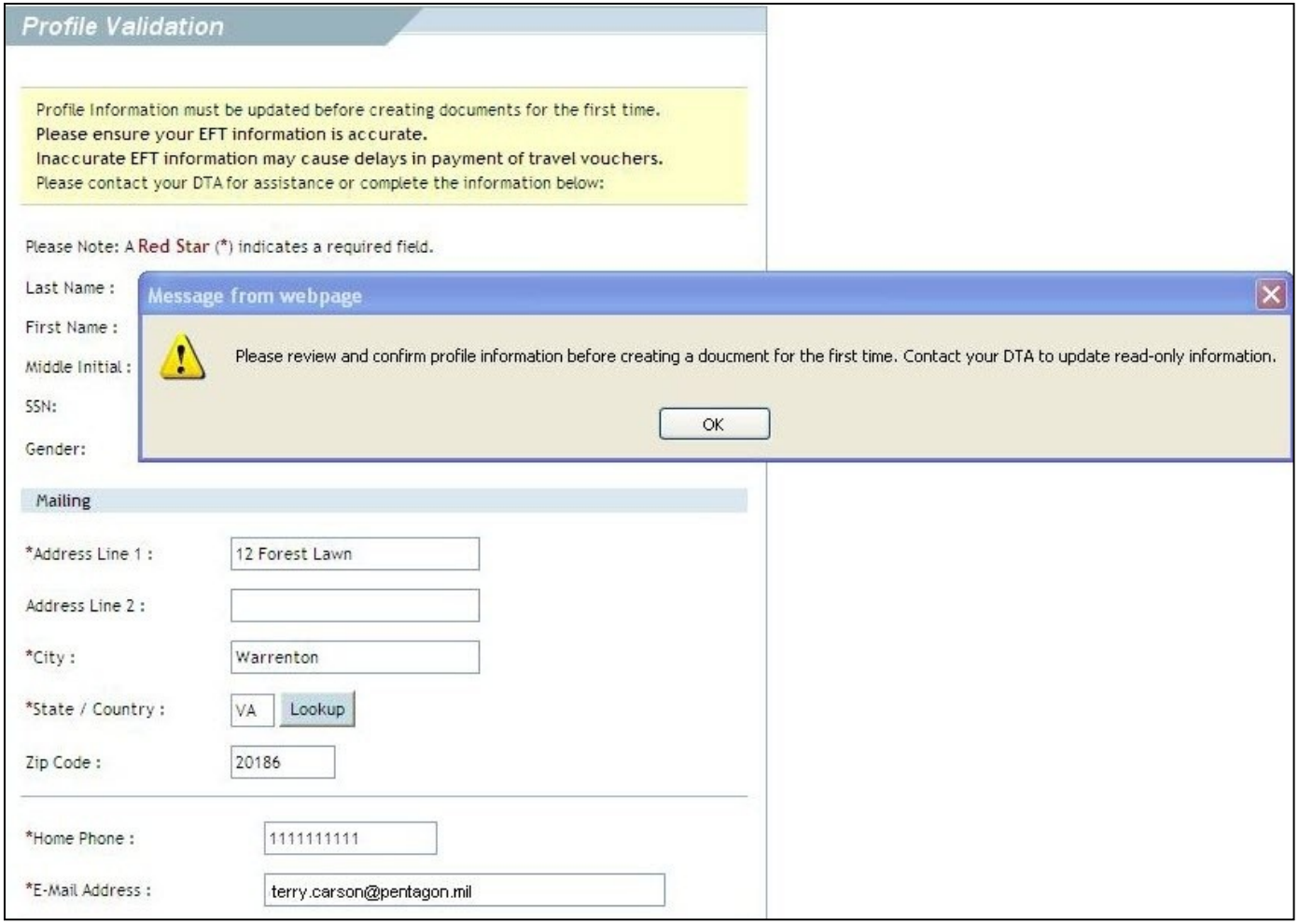
Navigate DTS Website

- Read and “Accept” privacy and ethics policy
- Enter PIN, select “OK”
- DTS User Welcome screen

DTS Profile

- Travelers setup and maintain their profile:
  - Name, address, contact information, when moving, PCS, promotion, or new job
  - Email address
  - Electronic Funds Transfer (EFT)
  - Government Travel Charge Card (GTCC) (or GOVCC): update when card near expiration

Profile Validation


Profile Validation
Profile Information must be updated before creating documents for the first time.
Please ensure your EFT information is accurate.
Inaccurate EFT information may cause delays in payment of travel vouchers.
Please contact your DTA for assistance or complete the information below:
Please Note: A Red Star (*) indicates a required field.
Last Name :
First Name :
Middle Initial :
SSN:
Gender:
Message from webpage
Please review and confirm profile information before creating a doucment for the first time. Contact your DTA to update read-only information.
OK
Mailing
*Address Line 1 :
12 Forest Lawn
Address Line 2 :
*City :
Warrenton
*State / Country :
VA
Lookup
Zip Code :
20186
*Home Phone :
1111111111
*E-Mail Address :
terry.carson@pentagon.mil

GTCC

- Validate GTCC in your profile
- Take “Travel Card 101” in TraX
- Two types of GTCC:
  - IBA: responsibility of card holder
  - CBA: responsibility of Government

GTCC

- Travelers issued a GTCC required to use it for all costs incidental to official business where GTCC is accepted
  - Including advances, lodging, transportation, M&IE
- Receipt must show GTCC is method of payment

GTCC

- Website link for GTCC cards issued by Citi: http://www.citibank.com/transactionservices/home/sa/a2/gsasmartpay2/dod/docs/cardholderguide.pdf

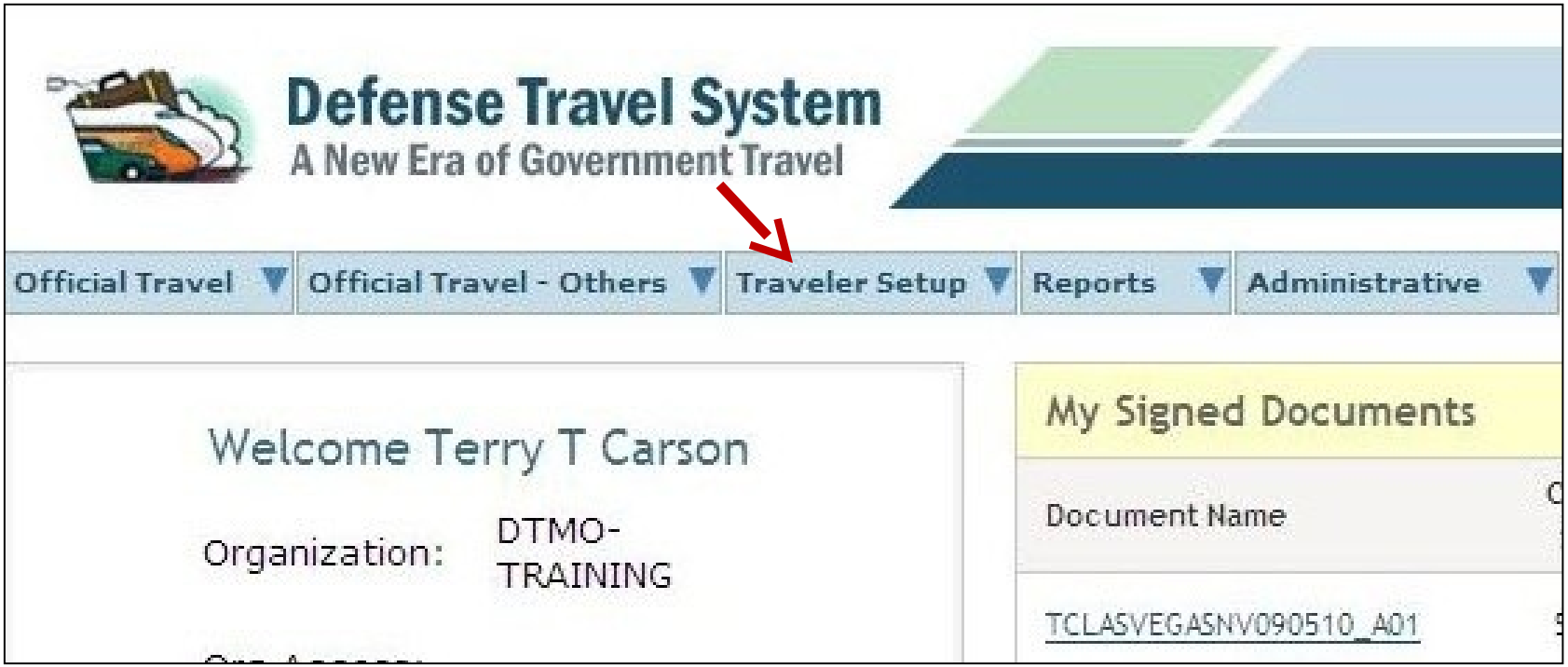
- Contains responsibilities and customer service phone numbers

Traveler Prudence

- A traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense. See JTR.

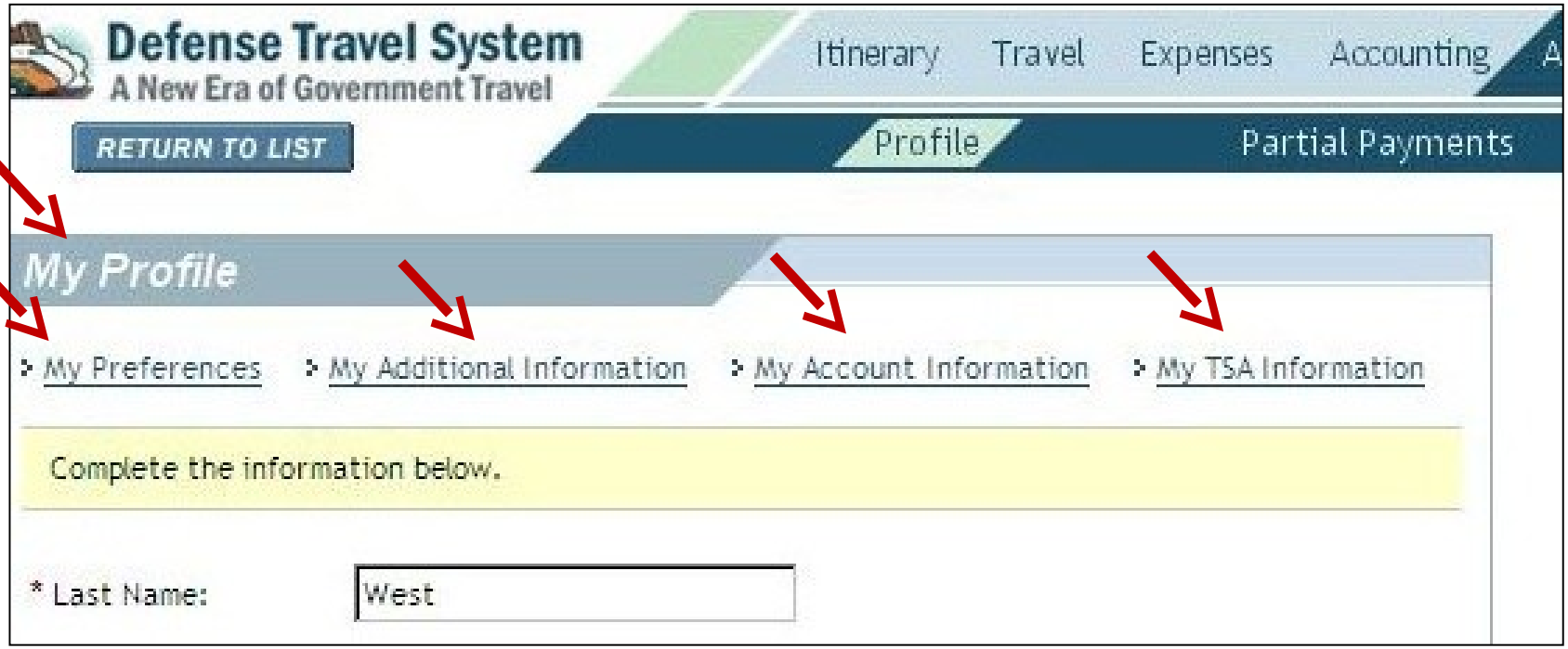
Access DTS Profile

- From DTS User Welcome screen
- “Traveler Setup”, “Update Personal



Access DTS Profile

- On “My Profile” screen, update each screen/tab



Access DTS Profile

- Select “Update Personal Information” at bottom of page
- Select “Save changes to permanent traveler information” box
- Select “Refresh Account Data” link

Check-Out/Check-In Requirements

- All personnel check out with Tier I (ODTA) or Tier II (LDTA) Helpdesk
  - Ensures business is complete
- Travelers that have been received in an organization must check in with Tier I or Tier II Helpdesk
- Contact information provided at end of this lesson

Transition

- Questions?
- **Question**: What is the difference between a DTS user and a DTS traveler?

Transition

- **Answer**:
  - A user is a DOD employee who interacts with DTS on behalf of another person
  - A traveler interacts with DTS on their own behalf

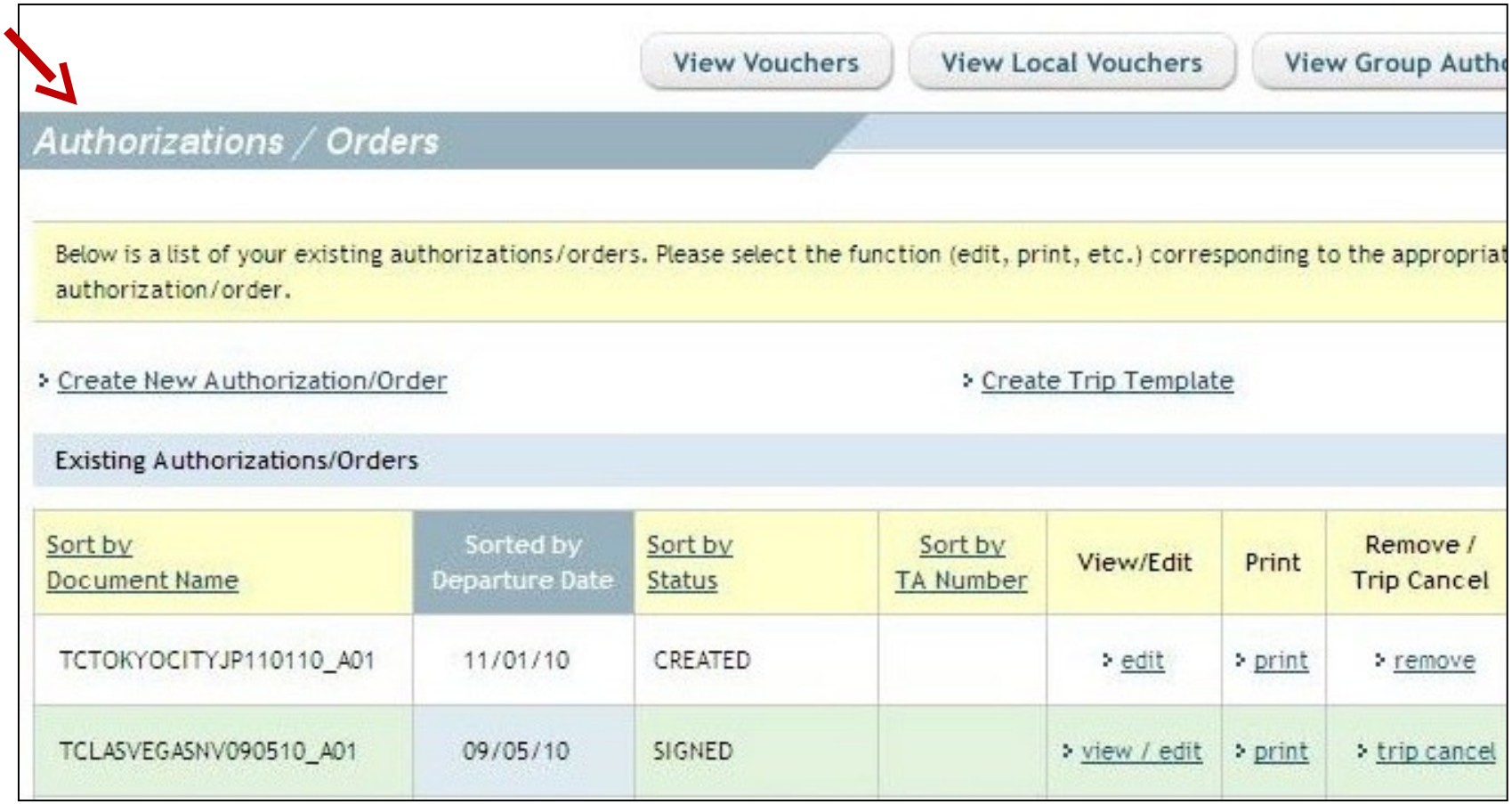
Transition

- **<u>Question</u>**: If you have a GTCC, when must you use it?

Transition

- **<u>Answer</u>**: For all official travel costs:
  - Travel advances, lodging, transportation, rental cars, and meals and incidental expenses (M&IE)
- Next: complete travel authorizations

Complete Travel Authorizations

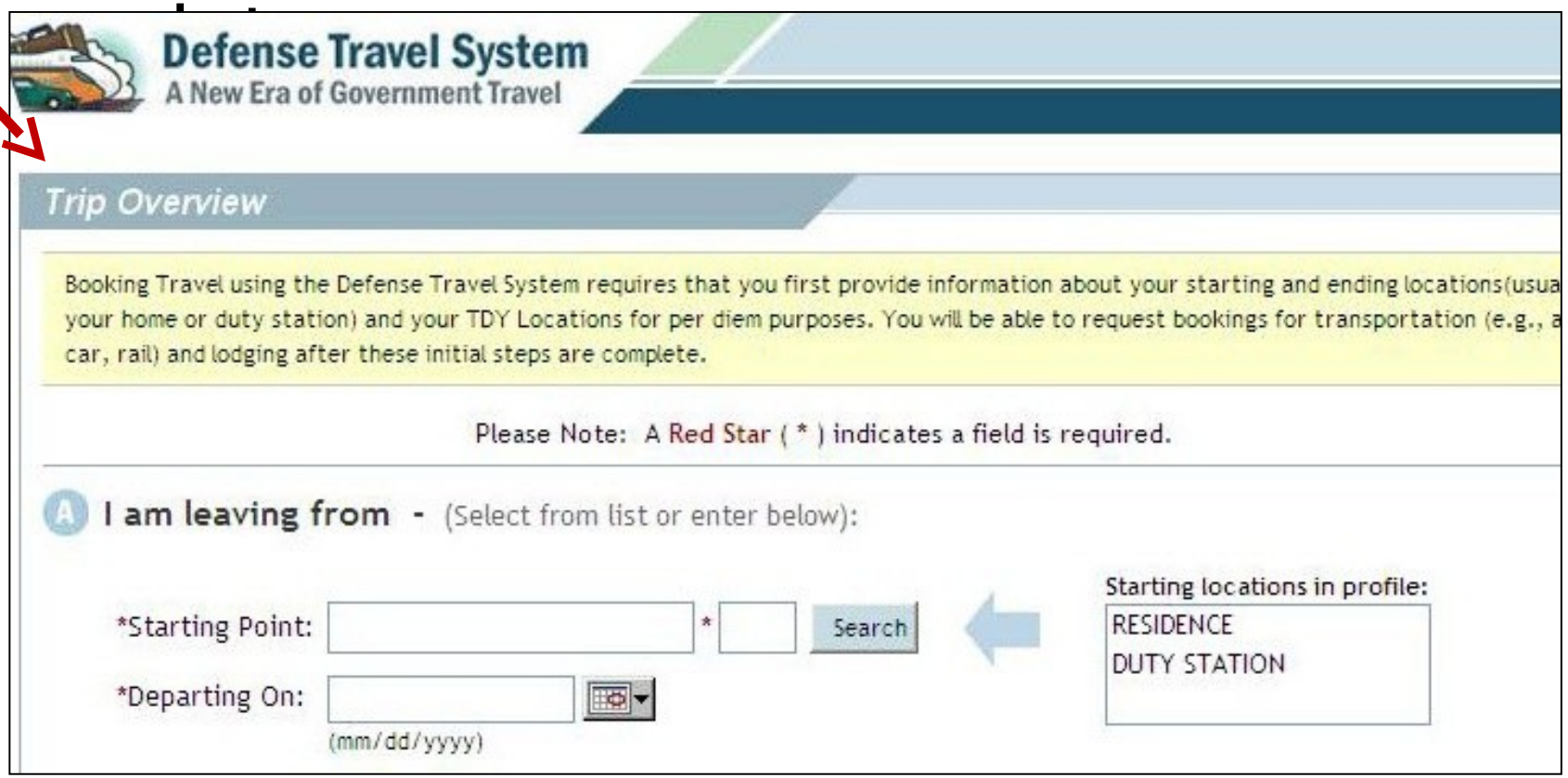


Create Travel Authorization

- Authorizes travel; completed before TDY/TAD
- Provides estimate of trip cost
- Create Travel Authorization - by traveler:
  - "Official Travel" on menu bar
  - Select "Authorizations/Orders" on drop-down
  - Select "Create New Authorization/Order"

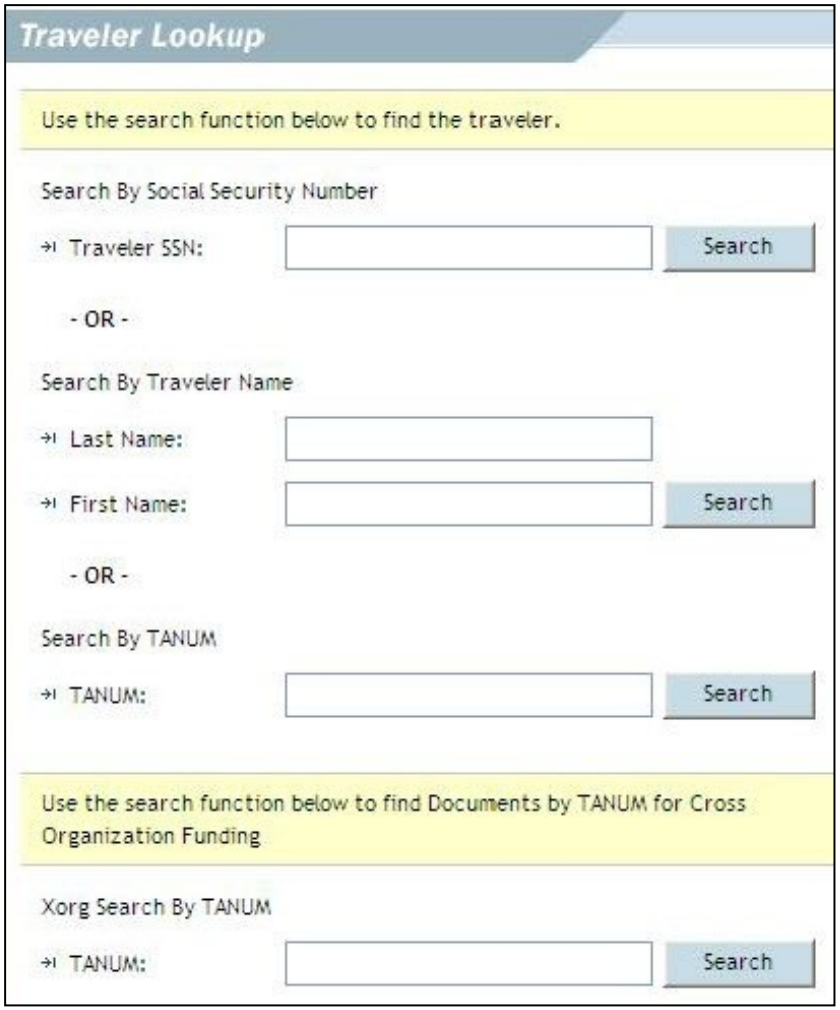
Create Travel Authorization

- "Trip Overview" screen is starting


Defense Travel System
A New Era of Government Travel
Trip Overview
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usua
your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., a
car, rail) and lodging after these initial steps are complete.
Please Note: A Red Star (*) indicates a field is required.
A I am leaving from - (Select from list or enter below):
*Starting Point:
*
Search
*Departing On:
(mm/dd/yyyy)
Starting locations in profile:
RESIDENCE
DUTY STATION

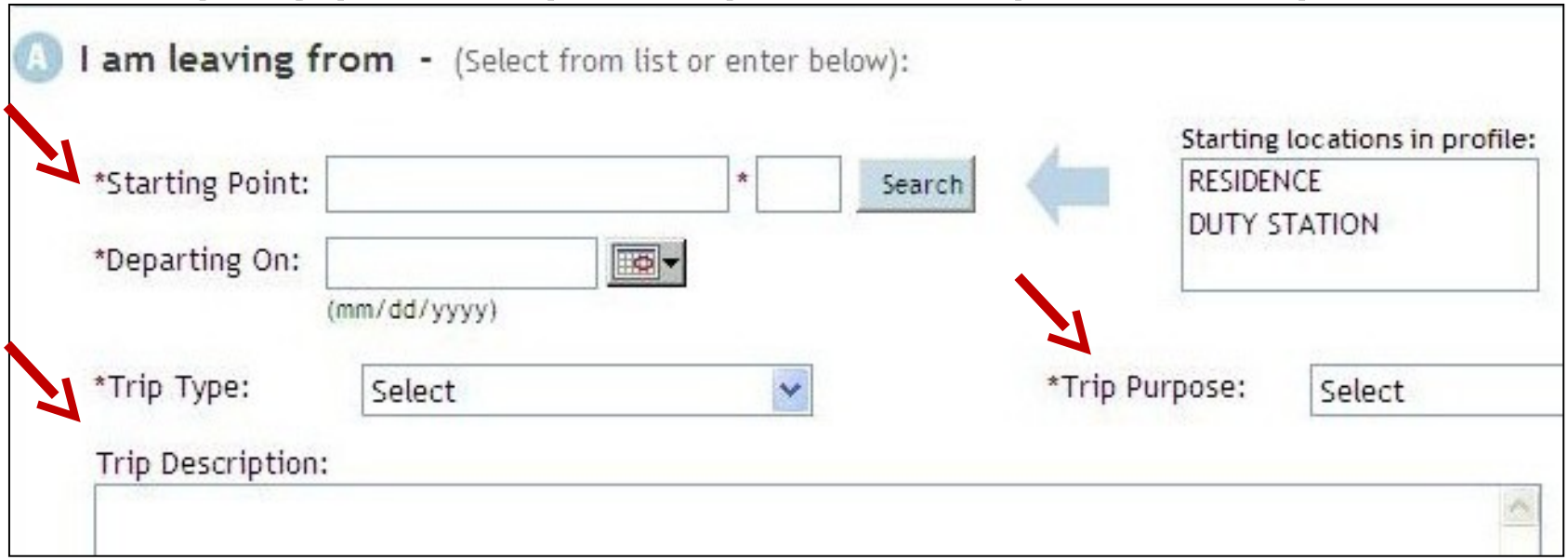
Create Travel Authorization

- Usually by travel clerks or NDEAs:
  - Requires group access
  - May create, view, edit other traveler's documents



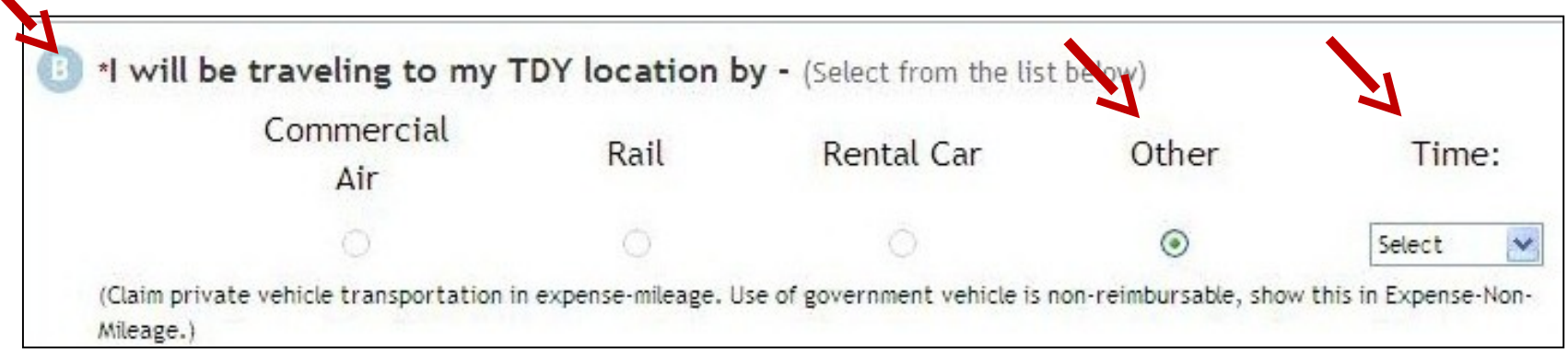
Trip Overview - Itinerary

- Section A: I am leaving from
  - Starting Point, Departing On
  - Trip Type, Trip Purpose, Trip Description



Trip Overview - Itinerary

- Section B: I will be traveling to my TDY location by
  - Mode of travel, departure time
  - Select “Time” if traveling by air
  - Select “Other” for private auto use


B
*I will be traveling to my TDY location by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Time:
Select
(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

Private Automobile

- Use of traveler's auto while on travel is Privately Owned Conveyance (POC):
  - Includes personal car, motorcycle
  - AO decides if best interest of Government
  - Usual reimbursement is current mileage rate
  - Reimbursement can be limited to airfare and other applicable charges

Private Automobile

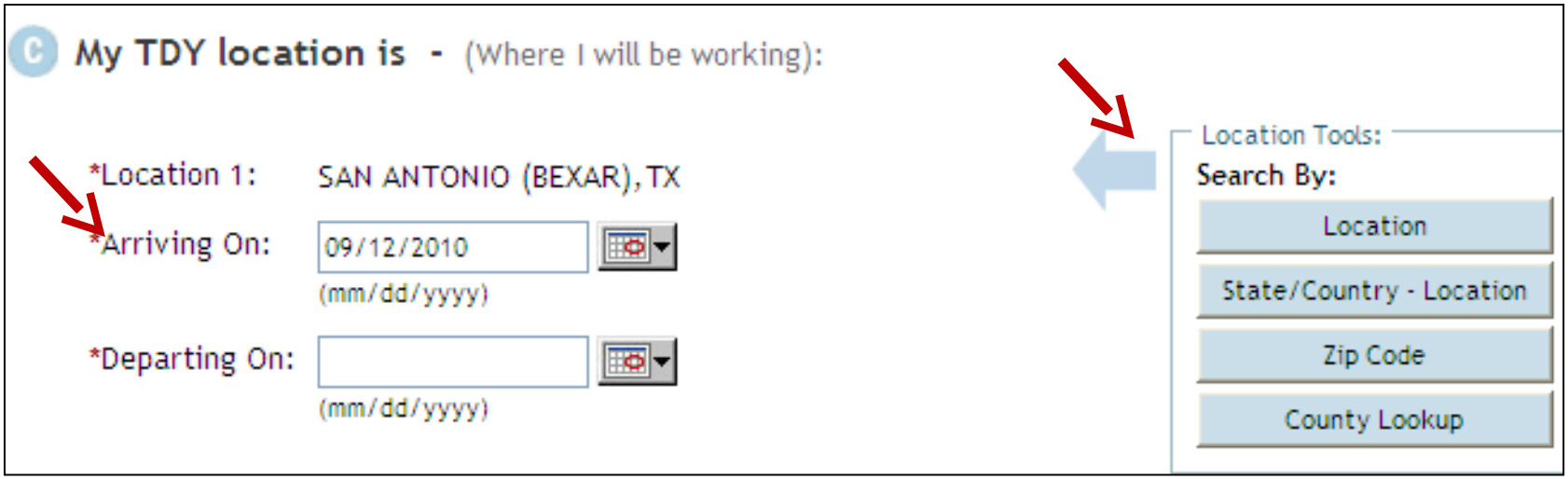
- En route (POC TDY/TAD) and in-and-around mileage:
  - Claim these mileages separately
  - En route : distance between zip codes CONUS or between cities when OCONUS
  - In-and-around mileage: use vehicle's odometer

Ground Transportation

- Used for official business:
  - Duty sites
  - Lodging and dining
  - Drug stores, barber shops
  - Places of worship
  - Dry cleaning/laundry establishments
- Refer to local business rules

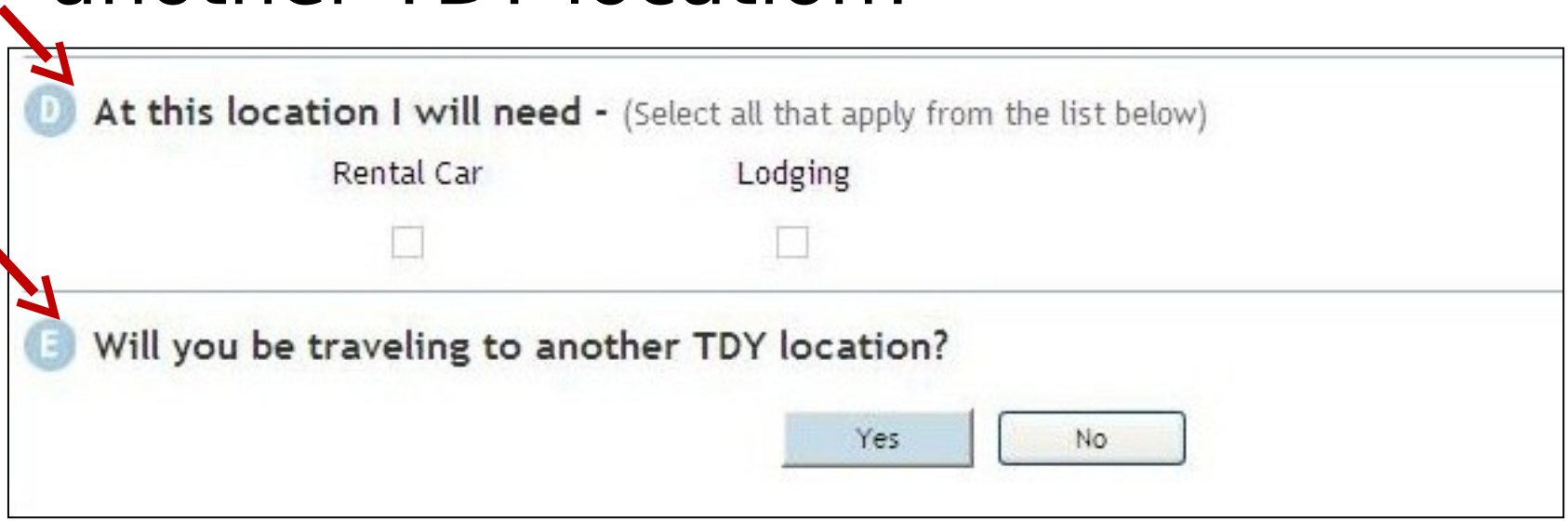
Trip Overview - Itinerary

- Section C: My TDY location is
  - TDY Location; Arriving On; Departing On
  - TDY Location – 4 location search tools



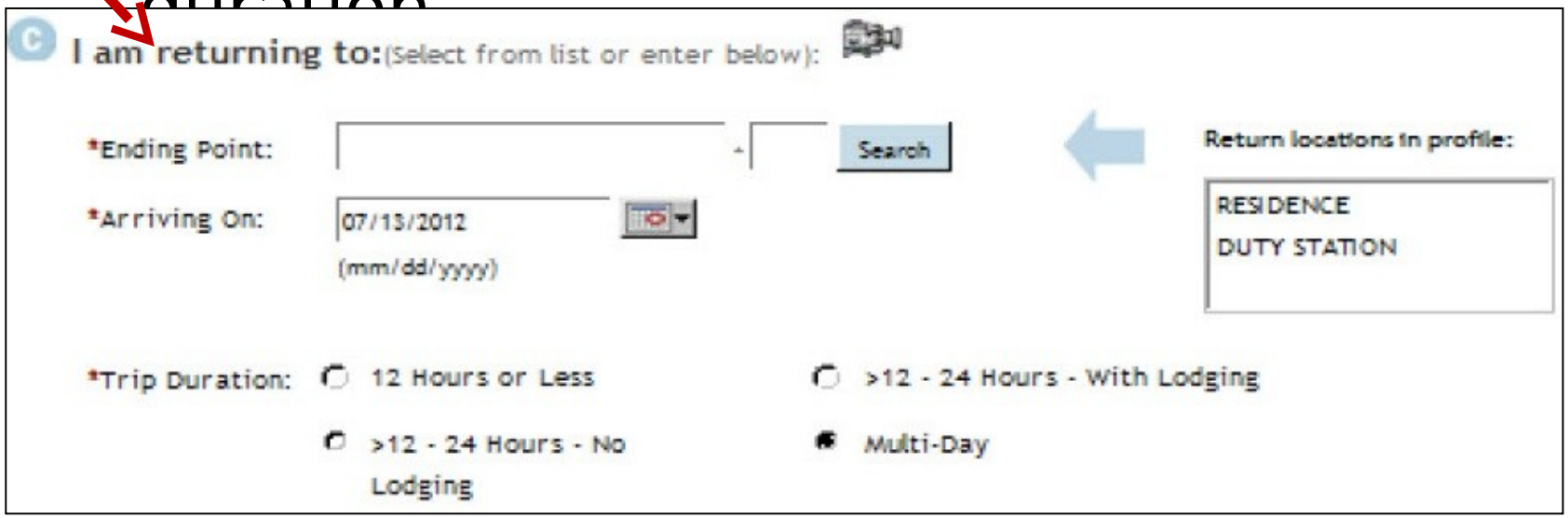
Trip Overview - Itinerary

- Section D: At this location I will need
  - Select “Rental Car” and/or “Lodging”
- Section E: Will you be traveling to another TDY location?



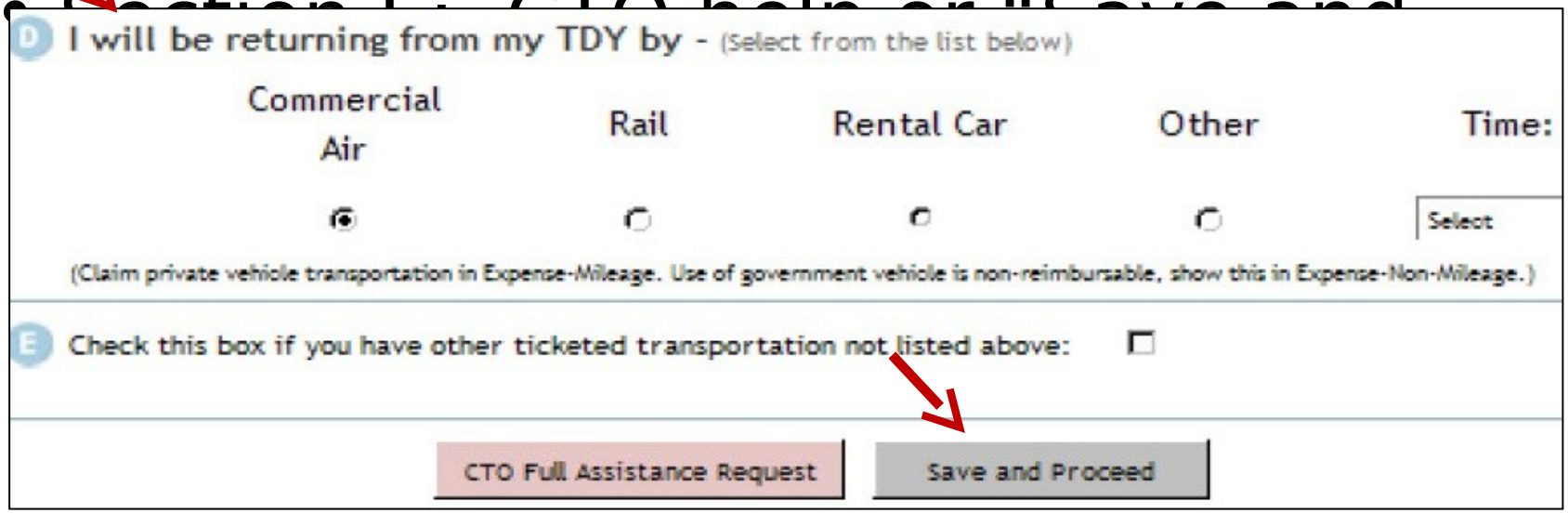
Trip Overview - Itinerary

- Section C: I am returning to
  - Enter ending point, arriving date, trip duration



Trip Overview - Itinerary

- Section D: I will be returning from my TDY by
  - Select mode of transportation and time
- Section E: CTO help or "Save and


I will be returning from my TDY by - (Select from the list below)
Commercial Air
Rail
Rental Car
Other
Time:
Select
(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)
Check this box if you have other ticketed transportation not listed above:
CTO Full Assistance Request
Save and Proceed

Note

- If no selections display that meet mission requirements for air, rental car, lodging, or rail, use the “CTO Full Assistance Request” button instead of calling CTO.

Interim Transitions

- Questions?
- Let’s continue our topic, travel authorizations.

Air Travel

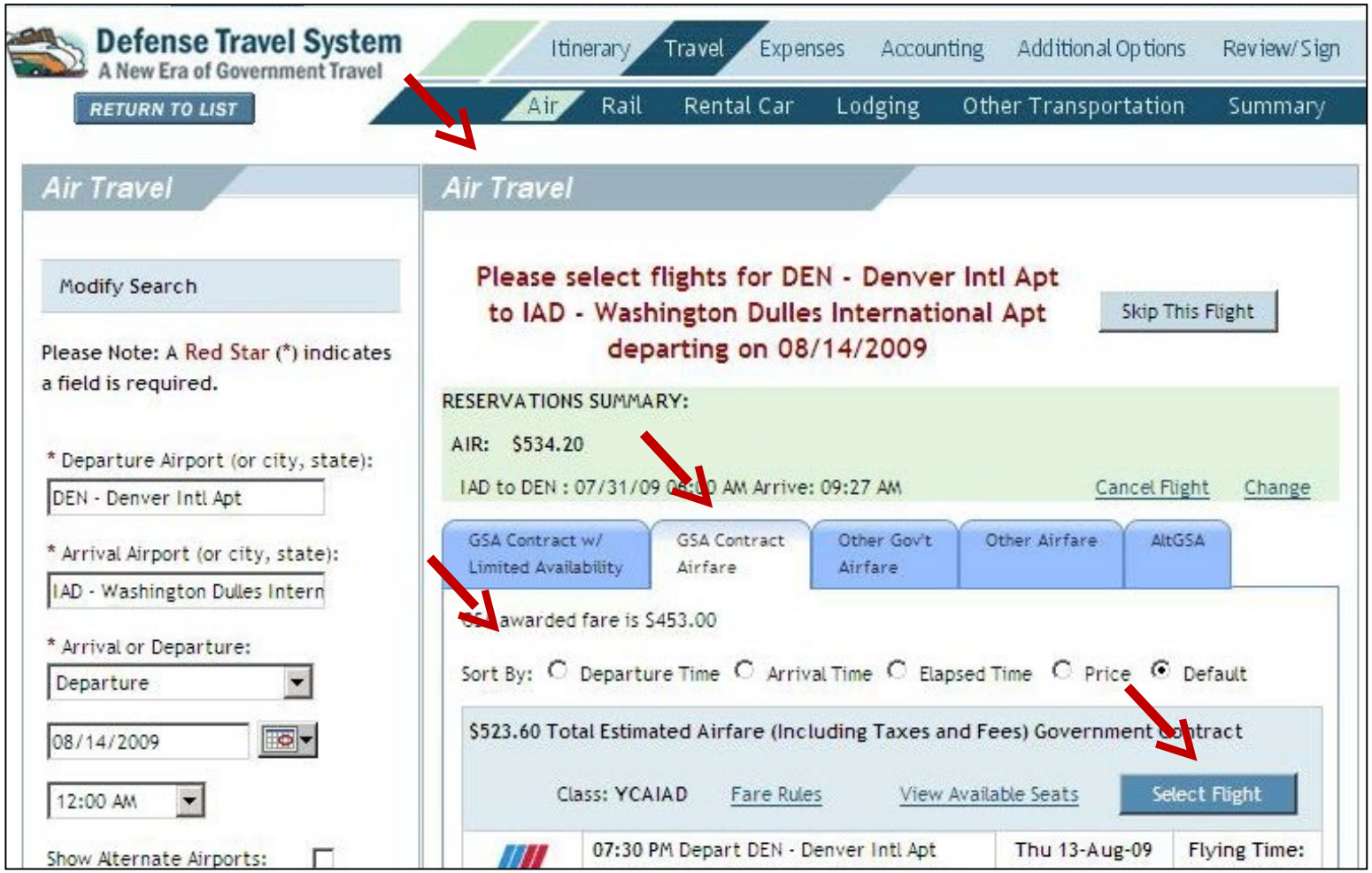
- "Commercial air" was mode of transportation:
  - List of available flights appears
  - First option is "GSA Contract Airfare"

Modify Search
Please Note: A Red Star (*) indicates a field is required.
* Departure Airport (or city, state):
DEN - Denver Intl Apt
* Arrival Airport (or city, state):
IAD - Washington Dulles Intern
Please select flights for DEN - Denver Intl Apt to IAD - Washington Dulles International Apt departing on 08/14/2009
Skip This Flig
RESERVATIONS SUMMARY:
AIR: $534.20
IAD to DEN : 07/31/09 06:00 AM Arrive: 09:27 AM
Cancel Flight
GSA Contract w/ Limited Availability
GSA Contract Airfare
Other Gov't Airfare
Other Airfare
AltGSA

Air Travel

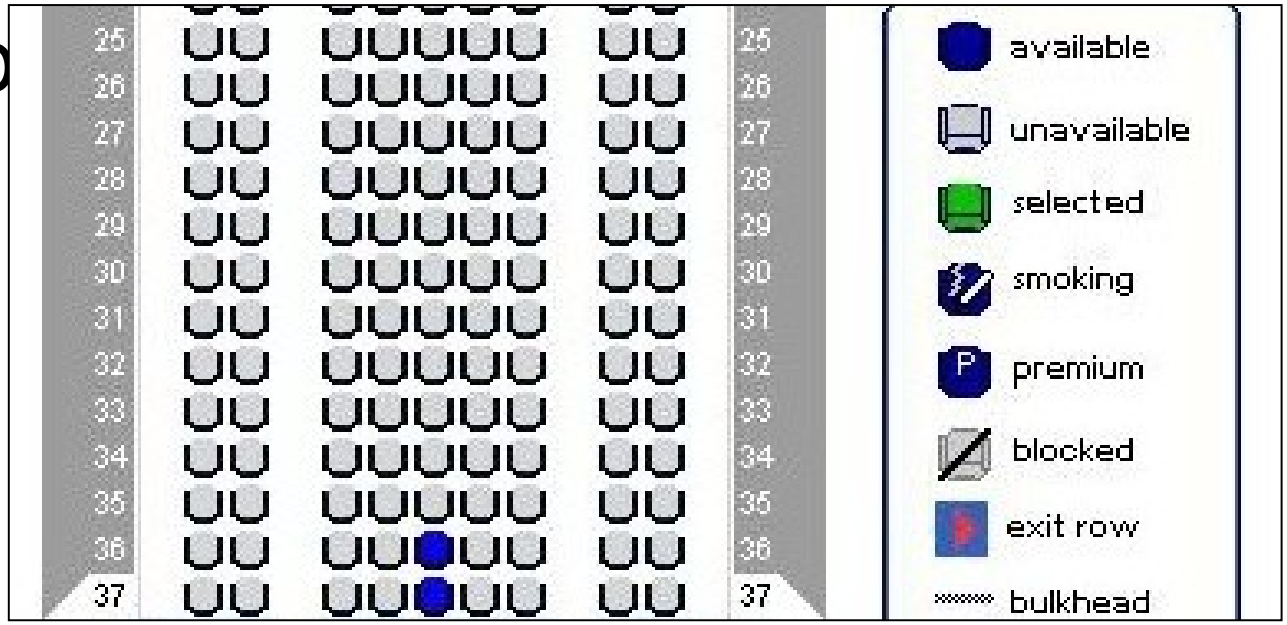
- Use “Modify Search” option on left slide of screen for more flights
- Check “Show Alternative Airports” for surrounding airports
- Select “Sort Method” if desired
- Click on “Select Flight”
- Air Travel selection screen on next slide

Air Travel


Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Rail
Rental Car
Lodging
Other Transportation
Summary
Air Travel
Modify Search
Please Note: A Red Star (*) indicates a field is required.
* Departure Airport (or city, state):
DEN - Denver Intl Apt
* Arrival Airport (or city, state):
IAD - Washington Dulles Intern
* Arrival or Departure:
Departure
08/14/2009
12:00 AM
Show Alternate Airports:
Air Travel
Please select flights for DEN - Denver Intl Apt to IAD - Washington Dulles International Apt departing on 08/14/2009
Skip This Flight
RESERVATIONS SUMMARY:
AIR: $534.20
IAD to DEN : 07/31/09 08:10 AM Arrive: 09:27 AM
Cancel Flight
Change
GSA Contract w/ Limited Availability
GSA Contract Airfare
Other Gov't Airfare
Other Airfare
AltGSA
awarded fare is $453.00
Sort By:
Departure Time
Arrival Time
Elapsed Time
Price
Default
$523.60 Total Estimated Airfare (Including Taxes and Fees) Government Contract
Class: YCAIAD
Fare Rules
View Available Seats
Select Flight
07:30 PM Depart DEN - Denver Intl Apt
Thu 13-Aug-09
Flying Time:

Air Travel

- Select aisle or window seat; select “Done”
- Select TSA Information
- Rep



City Pair Flights

- GSA City Pair contracted commercial flights
- http://fss.gsa.gov/citypairs/search/
- For official travel only
- Saves money, allows budgeting, refundable tickets, no blackout periods, last seat availability
- AO determines is final decision authority

City Pair Exceptions

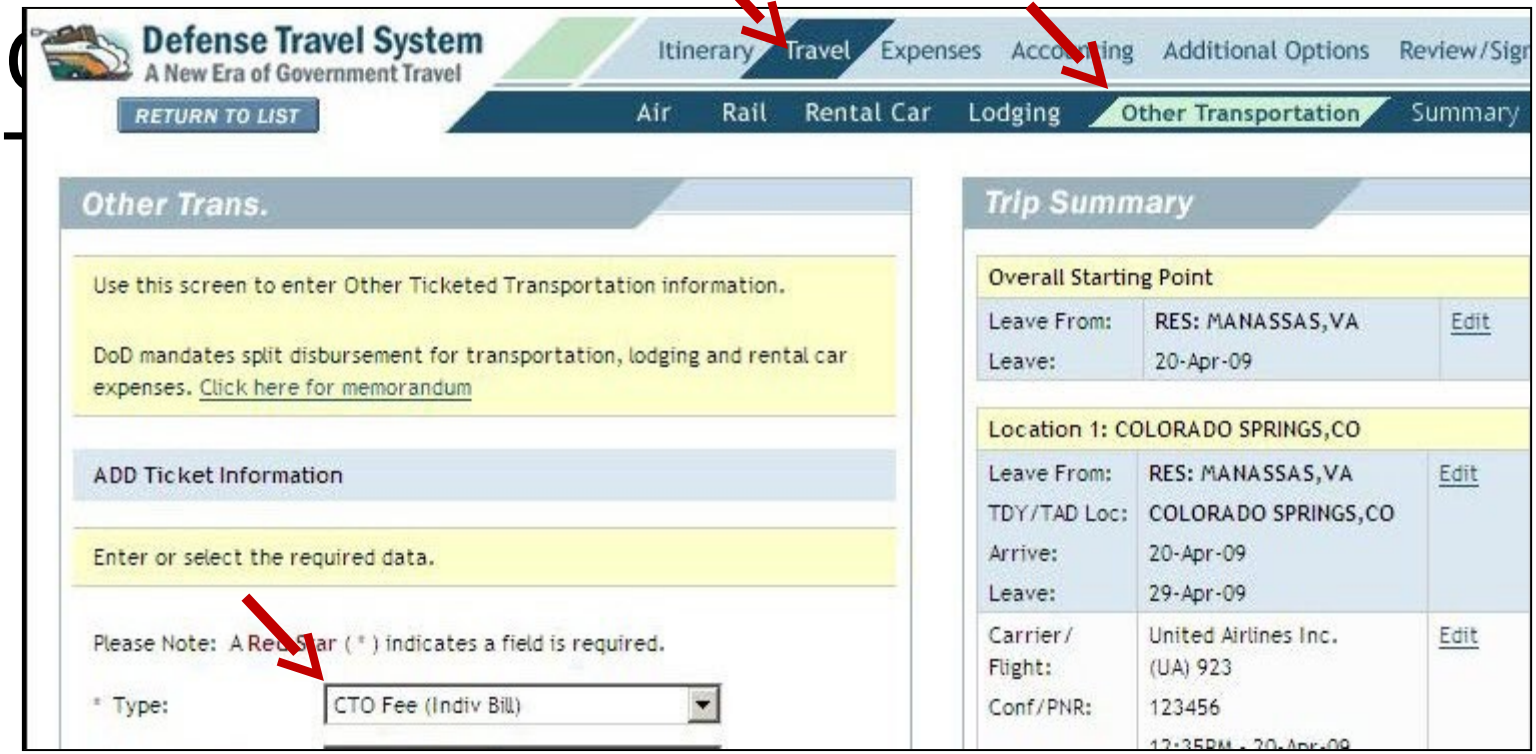
- Space not available
- Schedule inconsistent with agency's policies
- Flight requires unnecessary expenses
- Rail service is cost-effective
- Lower fares on non-contract carrier
- If non-City Pair flight selected, enter select reason code on Pre-Audit screen

Premium Class Travel

- Premium class and business class
- Requires approval by Commandant of the Marine Corps (CMC), ACMC, or DMCS
- Travelers may use frequent flyer benefits to upgrade after reservations confirmed by CTO

CTO Fee

- Incurred when CTO tickets a reservation
- C



Rental Vehicles

- "Rental Car" screen opens, "Select

Rental Vehicles

- Travelers make rental car reservations in DTS
- Ensure size and quantity are necessary
- Traveler must justify any size other than compact or higher cost
- AO may authorize other vehicle in accordance with mission requirements

Rental Vehicles

- Common reimbursable costs
  - Rental price, taxes, local assessments, gas, oil
  - Transportation to and from rental facility
- Non-standard equipment deemed essential
- Visa GTCCs have travel-related benefits
  - See “Your Guide to Benefits Package” included in the traveler’s GTCC

Rental Vehicles

- CONUS Insurance
  - Not necessary when reserved through DTS
  - Travelers will not be reimbursed
- Foreign OCONUS Insurance
  - Additional insurance may be required
  - When in doubt, check with CTO
  - Travelers will be reimbursed if required

Interim Transitions

- Questions?
- Let’s continue our topic, travel authorizations.

Lodging/Per Diem Rates

- Verify maximum lodging, per diem rates.

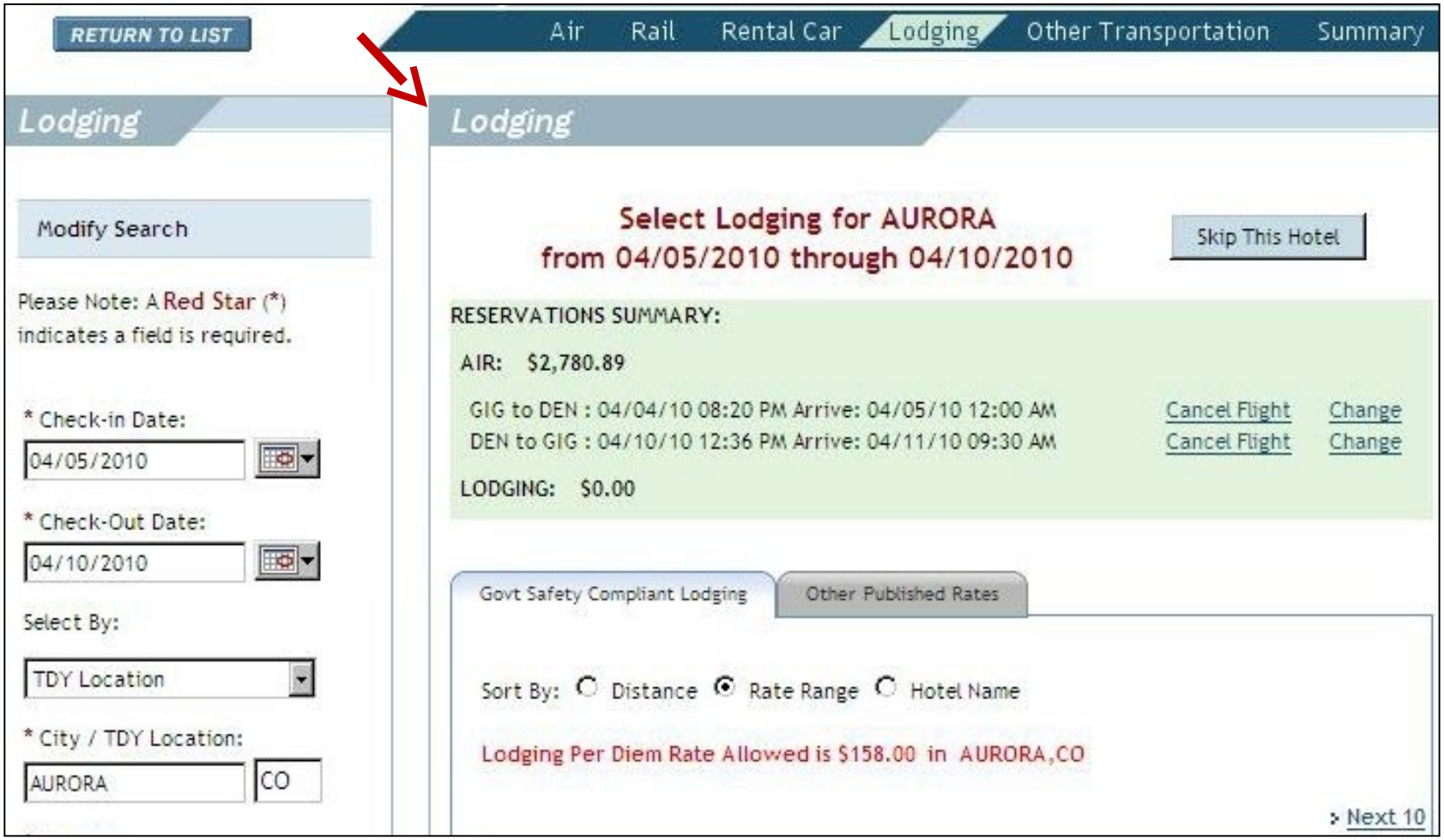
http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

MAXIMUM PER DIEM RATES IN THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES
FISCAL YEAR: 2012

STATE: CALIFORNIA

NOTES

Lodging

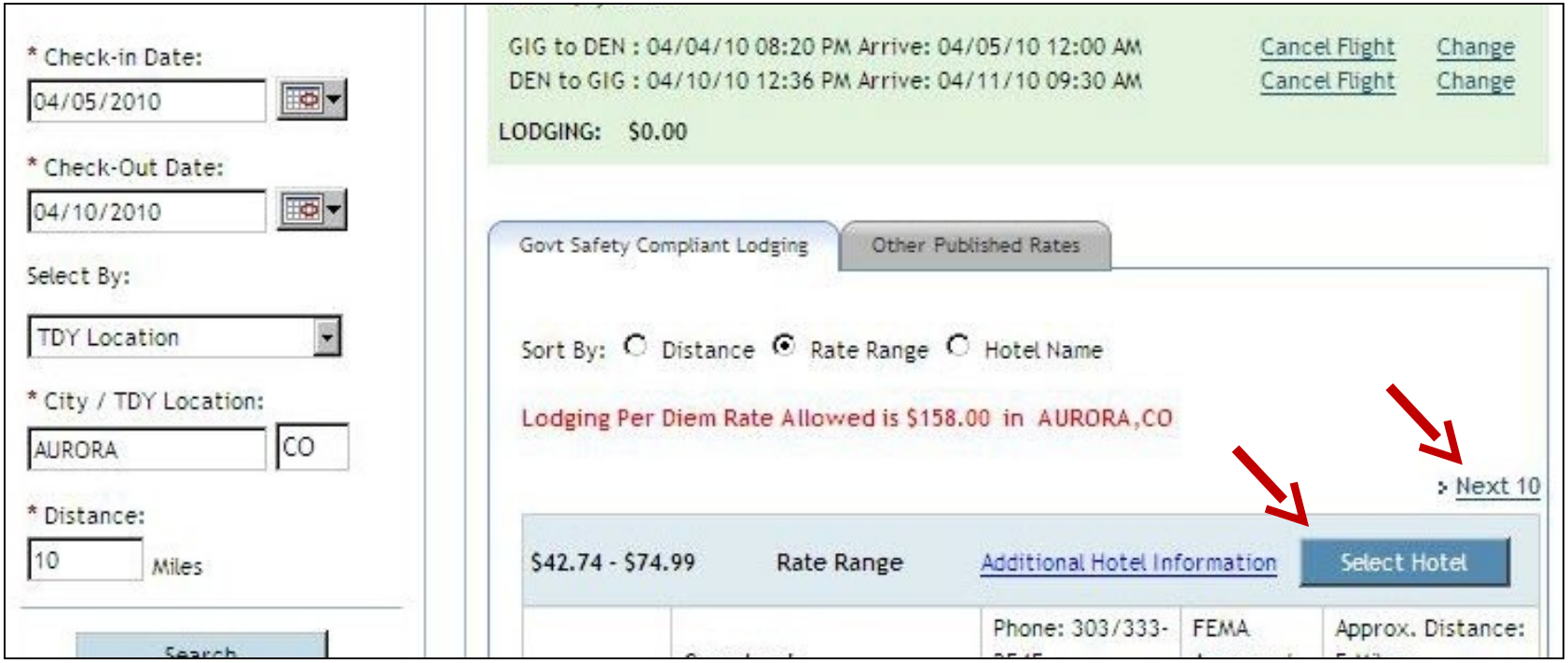

RETURN TO LIST
Air
Rail
Rental Car
Lodging
Other Transportation
Summary
Lodging
Modify Search
Please Note: A Red Star (*) indicates a field is required.
* Check-in Date:
04/05/2010
* Check-Out Date:
04/10/2010
Select By:
TDY Location
* City / TDY Location:
AURORA
CO
Lodging
Select Lodging for AURORA
from 04/05/2010 through 04/10/2010
Skip This Hotel
RESERVATIONS SUMMARY:
AIR: $2,780.89
GIG to DEN : 04/04/10 08:20 PM Arrive: 04/05/10 12:00 AM
Cancel Flight
Change
DEN to GIG : 04/10/10 12:36 PM Arrive: 04/11/10 09:30 AM
Cancel Flight
Change
LODGING: $0.00
Govt Safety Compliant Lodging
Other Published Rates
Sort By: Distance Rate Range Hotel Name
Lodging Per Diem Rate Allowed is $158.00 in AURORA,CO
> Next 10

Lodging

- "Lodging" screen:
  - If Service Member TDY/TAD to U.S. installation, check if quarters exist on that installation
  - Available hotels appears; ensure FEMA approved
  - Review check-in/cancellation policy
  - Check for hotel within your per diem

Lodging

- Choose “Select Hotel” or “Find More Hotels”



Lodging

- Credit card needed – none in profile

Windows Internet Explorer
A credit card number is required to book the hotel reservation.
If you want to enter your credit card number in DTS, click OK.
-OR-
If you do not want to enter your credit card number in DTS, click Cancel to return to the Lodging screen. You must contact the hotel directly if you want to reserve the hotel room. The hotel contact information is provided on the Lodging screen.
OK
Cancel

- AO directs Government quarters only when:
  - Traveler is a Service member and
  - Traveler is TDY to the U.S. installation and quarters exist on that installation

Lodging

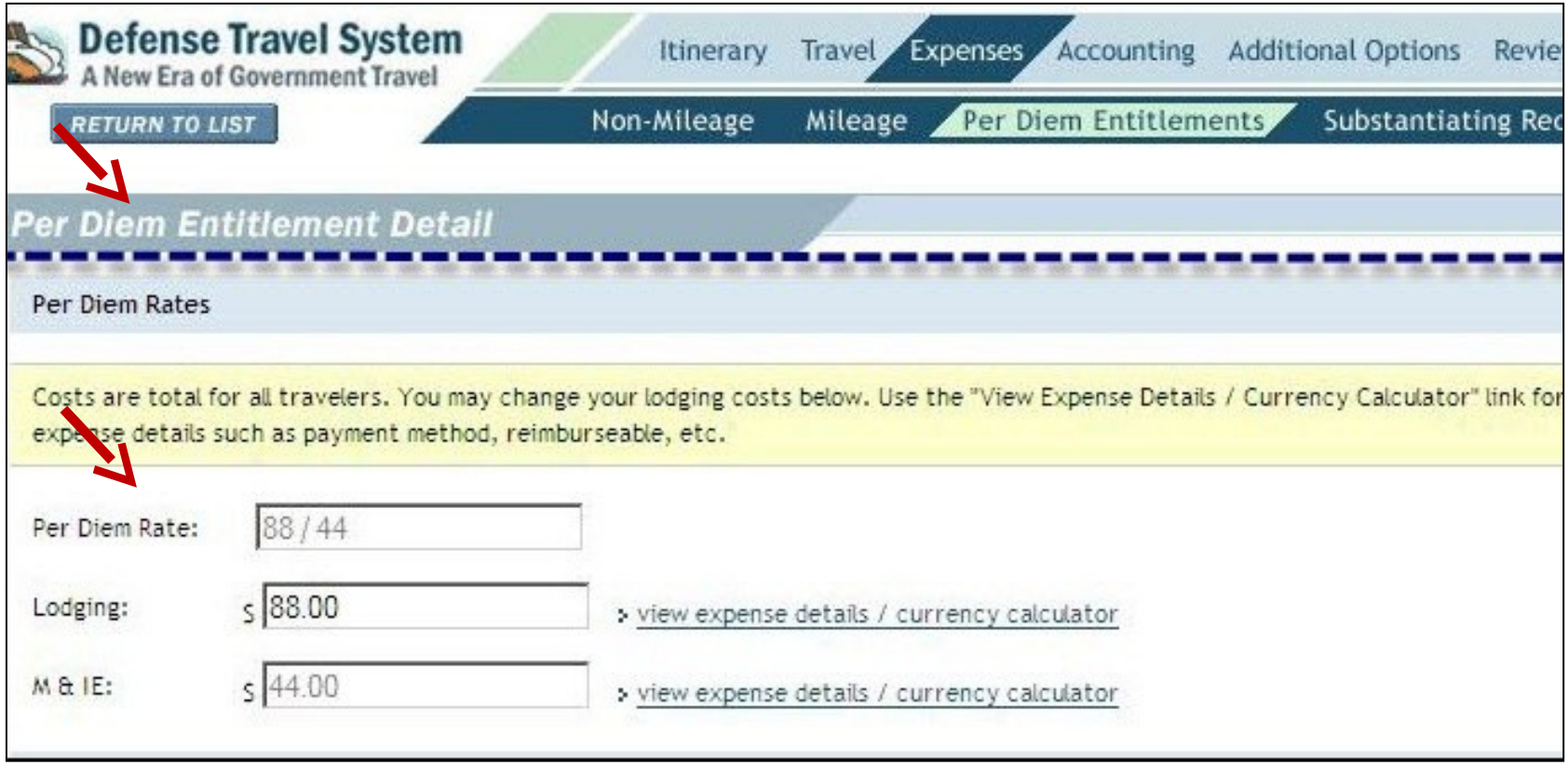
- Service members must:
  - Contact lodging facility to reserve Government lodging
  - Obtain non-availability number or certify non-availability when not available and specified
- When traveler stays in more expensive room without approval, justification will be required

Lodging

- DTS enters maximum rate on authorization for TDY location; change to actual cost
  - Under “Per Diem Rates”, select: “Expenses”, “Per Diem Entitlements”, “Edit All”
  - “Save These Entitlements”
- Example on next slide

Per Diem Entitlements

- Changing lodging cost



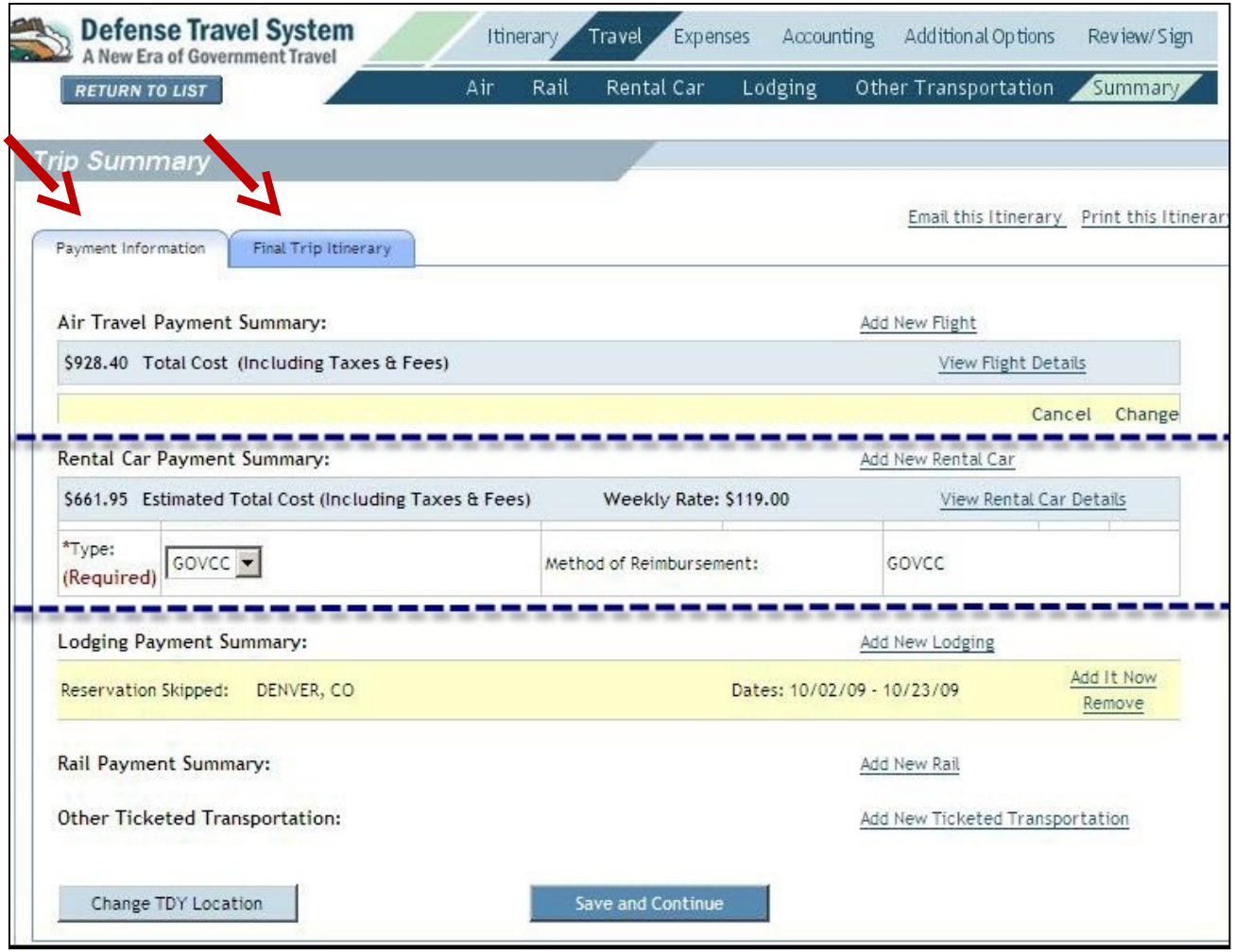
Lodging

- Special circumstances – AOs can approve up to 300% over lodging portion of per diem rate
  - Approval must be before travel occurs
  - See AO for information
- No lodging reimbursement when staying with friends, relatives

Note

- Ensure dates and destination are correct. Incorrect dates and locations can cause incorrect payments of Meals and Incidental Expenses (M&IE).

Trip Summary



Trip Summary

- Review information on the “Payment Information” and “Final Trip Itinerary” tabs
- Select “Save and Continue” and “OK” that reservations cancelled in 24 hours if unsigned

Lodging/Per Diem Rates

- Use default rate if destination is not found
- Chart displays lodging and per diem

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals
ACTON	LOS ANGELES COUNTY	01/01-12/31	125	66	39	5
ADELANTO	SAN BERNARDINO COUNTY	01/01-12/31	96	51	32	5
ADIN	MODOC COUNTY	01/01-12/31	77	41	27	5
AFTON	SAN BERNARDINO COUNTY	01/01-12/31	96	51	32	5
AGOURA	LOS ANGELES COUNTY	01/01-12/31	125	66	39	5
AGUANGA	RIVERSIDE COUNTY	09/01-09/30	99	66	39	5
AGUANGA	RIVERSIDE COUNTY	06/01-08/31	82	66	39	5
AGUANGA	RIVERSIDE COUNTY	10/01-12/31	99	66	39	5

M&IE

- Commercial meals – locality M&IE rate
  - First and last day – 75% of rate
  - All other days – authorized rate unless meals “provided” or “available”
- Provided: Government purchased
- Available: meal served at Gov’t dining facility
- Complimentary: on flights, in hotels; traveler receives full M&IE rate

M&IE

- Government Meal Rate (GMR):
  - Based on 3 meals available at TDY location
  - Traveler must be a Service member that is:
    - TDY to installation
    - In Government quarters
  - GMR prescribed before travel begins
  - If traveler does not pay for meals, only incidental expense rate is allowed

M&IE

- Proportional Meal Rate (PMR)
  - Traveler has 1 or 2 meals available at Government facility or paid by conference registration fee
  - On Defense Travel website as “Prop.

County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem
LOS ANGELES COUNTY	01/01-12/31	125	66	39	5	196
SAN BERNARDINO COUNTY	01/01-12/31	96	51	32	5	152

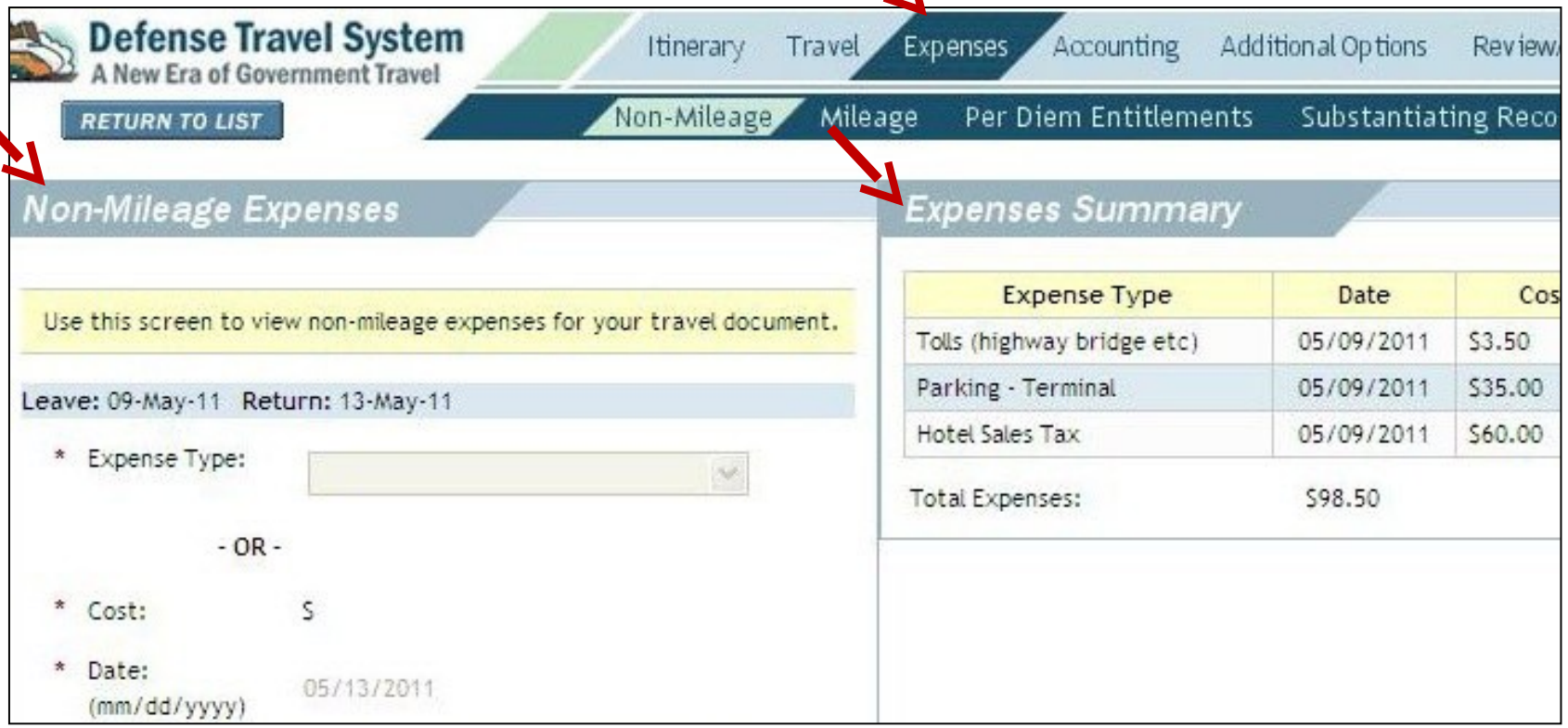
M&IE

- Incidental Expenses:
  - Designed to cover small out-of-pocket costs
  - Received by traveler even if meals

County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem
LOS ANGELES COUNTY	01/01-12/31	125	66	39	5	196
SAN BERNARDINO COUNTY	01/01-12/31	96	51	32	5	152

Non-Mileage Expenses

- Non-Mileage and Expenses Summary

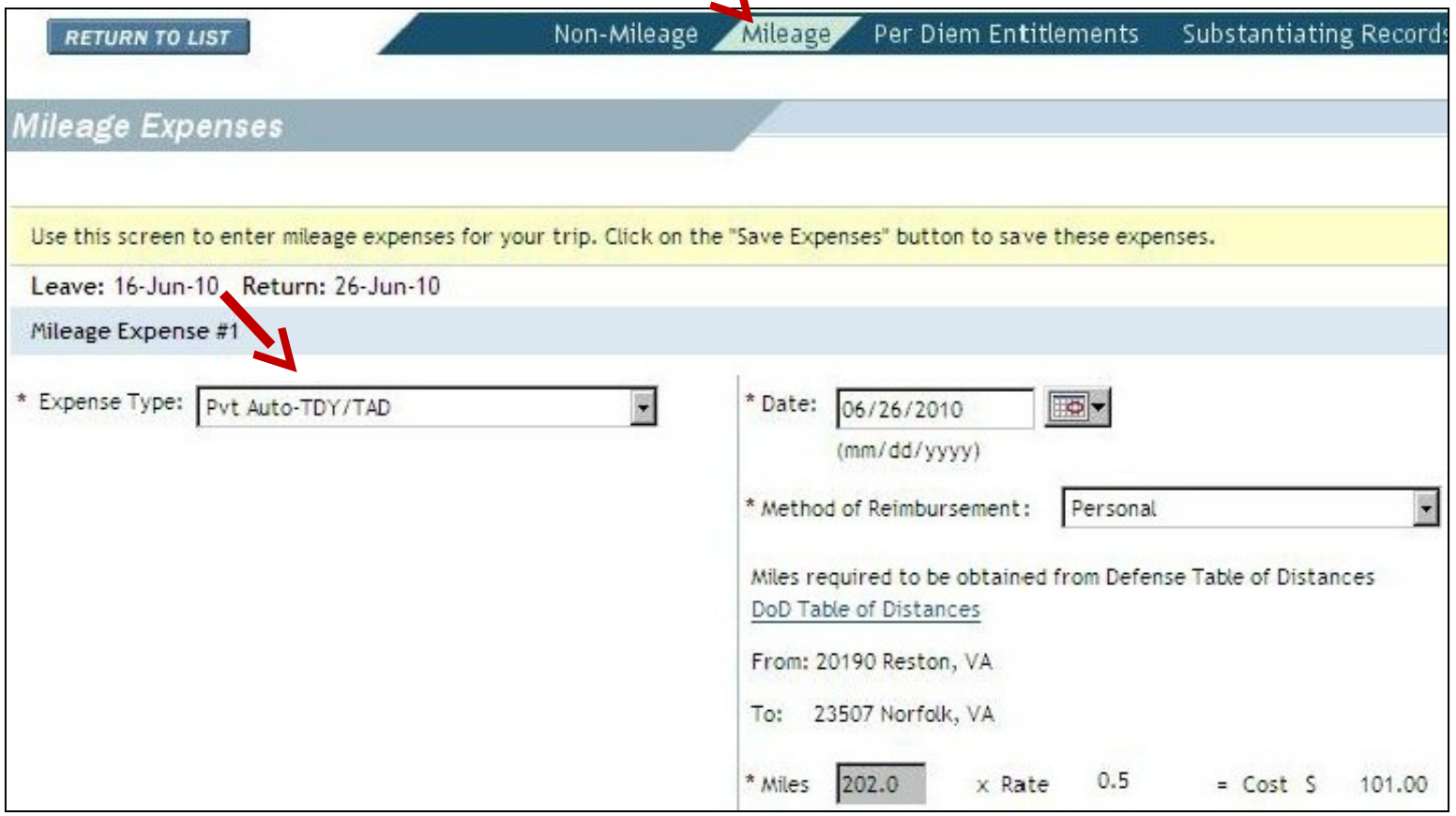


Non-Mileage Expenses

- List known or estimated costs, such as:
  - Tolls
  - Airport parking
  - Hotel sales tax
  - Do not list CTO fees here

Mileage

- Private auto mileage expenses


RETURN TO LIST
Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records
Mileage Expenses
Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.
Leave: 16-Jun-10 Return: 26-Jun-10
Mileage Expense #1
* Expense Type: Pvt Auto-TDY/TAD
* Date: 06/26/2010
(mm/dd/yyyy)
* Method of Reimbursement: Personal
Miles required to be obtained from Defense Table of Distances
DoD Table of Distances
From: 20190 Reston, VA
To: 23507 Norfolk, VA
* Miles 202.0 x Rate 0.5 = Cost $ 101.00

Interim Transitions

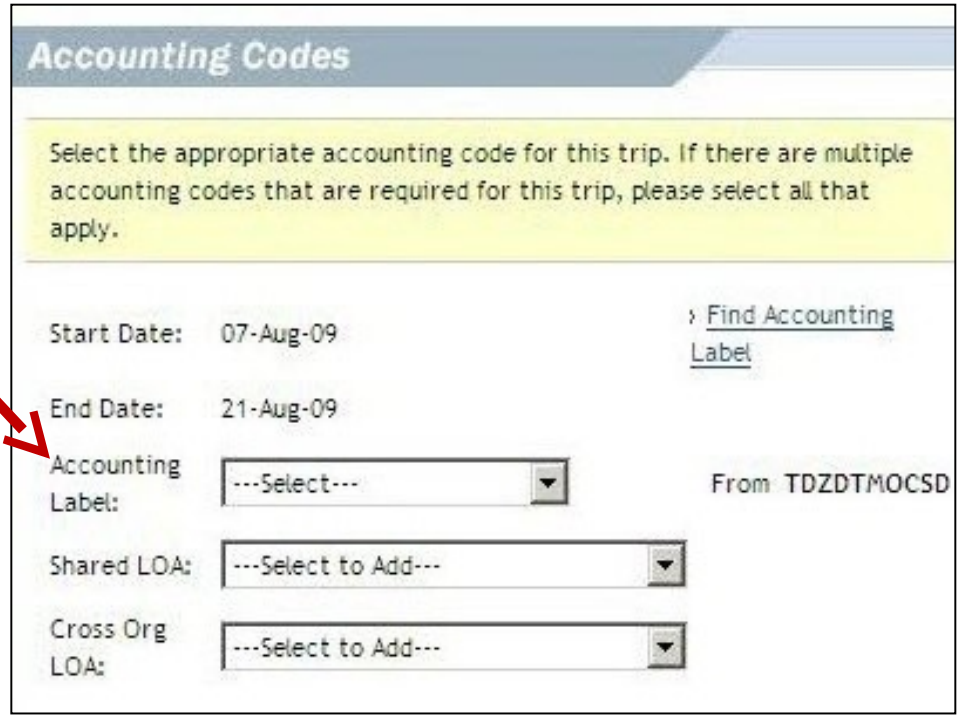
- Questions?
- Let’s continue our topic, travel authorizations.

Line of Accounting (LOA)

- Select “Accounting” on navigation bar

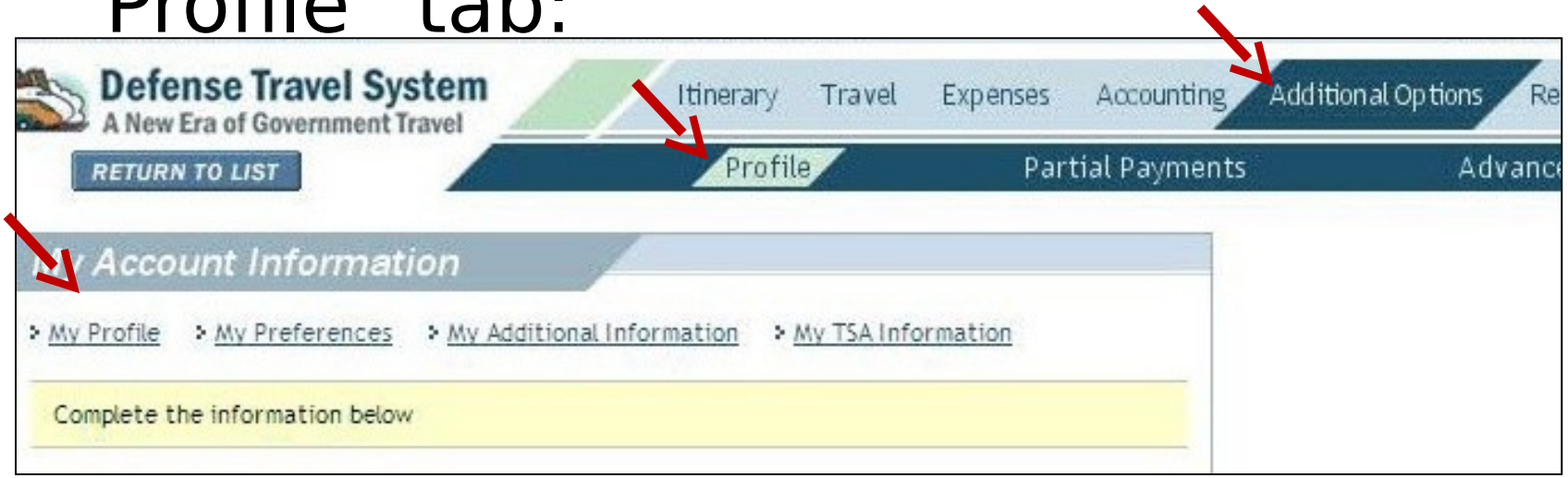
LOA

- Select LOAs from “Accounting Label” drop down
- When 2 or more LOAs, select “OK” and “How to Allocate”
- “Save” allocations


Accounting Codes
Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.
Start Date: 07-Aug-09
› Find Accounting Label
End Date: 21-Aug-09
Accounting Label: ---Select---
From TDZDTMOCSD
Shared LOA: ---Select to Add---
Cross Org LOA: ---Select to Add---

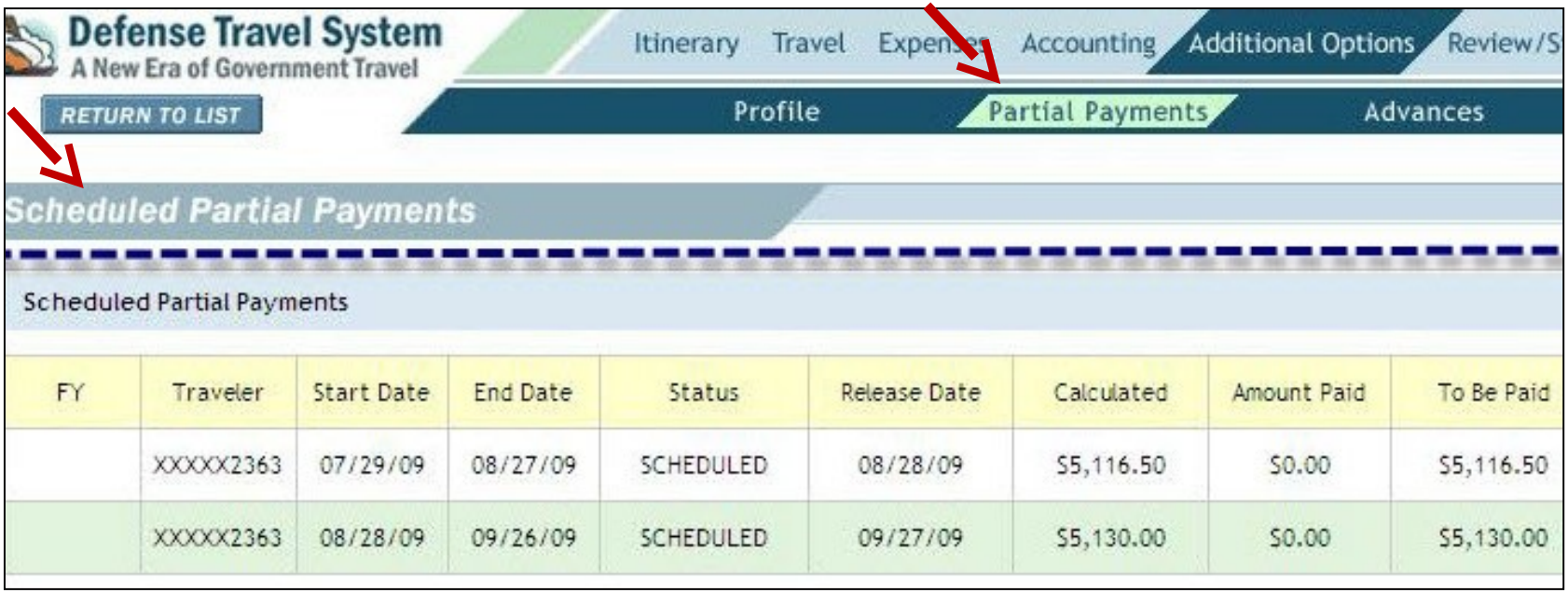
Additional Options

- DTS Profile – in “User Welcome” screen
- “My Account Information” – in “Profile” tab:



Scheduled Partial Payment

- Scheduled Partial Payment (SPP):
  - Trip must be more than 45 days



FY	Traveler	Start Date	End Date	Status	Release Date	Calculated	Amount Paid	To Be Paid
	XXXXX2363	07/29/09	08/27/09	SCHEDULED	08/28/09	$5,116.50	$0.00	$5,116.50
	XXXXX2363	08/28/09	09/26/09	SCHEDULED	09/27/09	$5,130.00	$0.00	$5,130.00

SPP

- If expense amounts change and traveler records adjustments.
- SPPs paid based on every expense entered in the 30-day period and paid to the traveler based on method of reimbursement selected for the expense.

Additional Options

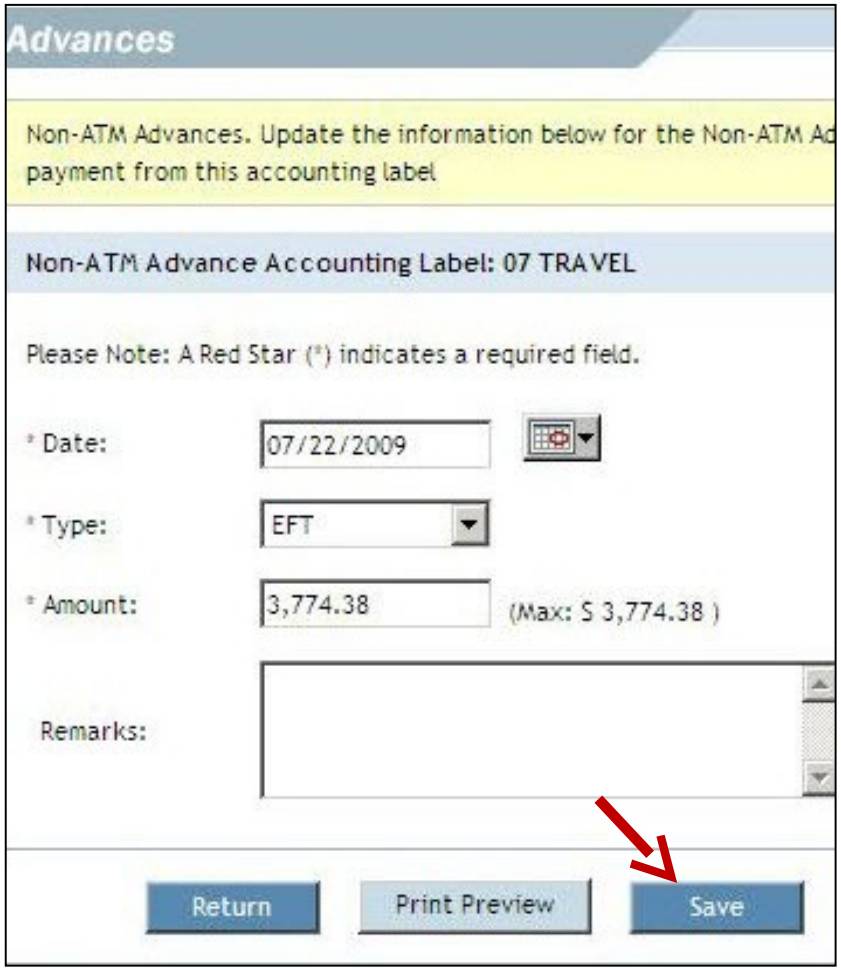
- Receive an Advance:
  - Use GTCC to withdraw cash from ATM,
  - 3 days prior to travel; fees reimbursed see TAN 12-14
- Service members who do not have GTCC:
  - Fees reimbursed for personal credit card use
- Civilian travelers who do not have GTCC:
  - Fees NOT reimbursed for personal credit card

Advance Exceptions

- MARADMIN 691/13 does not allow Travel Advances except in certain circumstances
  - The GTCC is not accepted at the TDY location
  - ATM Cash advance limit can be temporarily increased to accommodate the mission
  - If the traveler was previously denied a GTCC by a past GTCC contractor

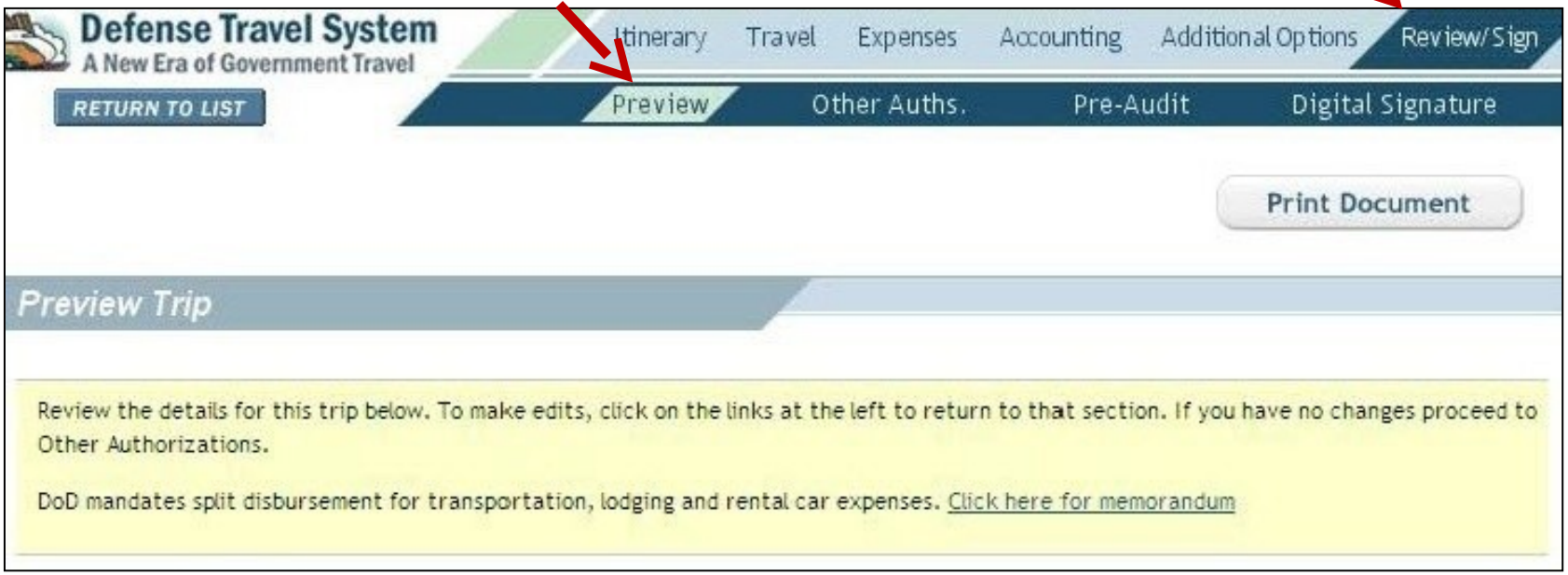
Additional Options

- Non-ATM Advance:
  - Travelers without GTCC
  - Usually paid 7-10 days before travel
  - AO approves request
- When finished with Additional Options, select “Save”



Review/Sign

- Review trip itinerary – on Preview tab

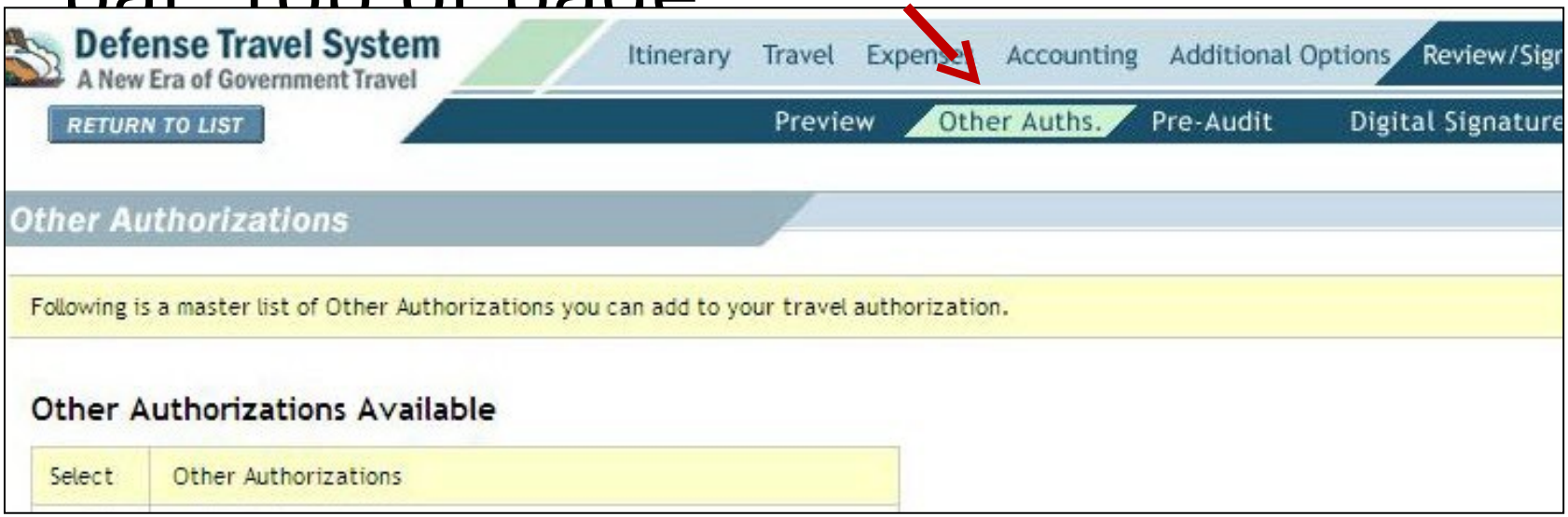

Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Preview
Other Auths.
Pre-Audit
Digital Signature
Print Document
Preview Trip
Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Note

- The following teleconference statement must be included in the “Other Authorizations” section of the Travel Authorization:
  - **“Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means.”**

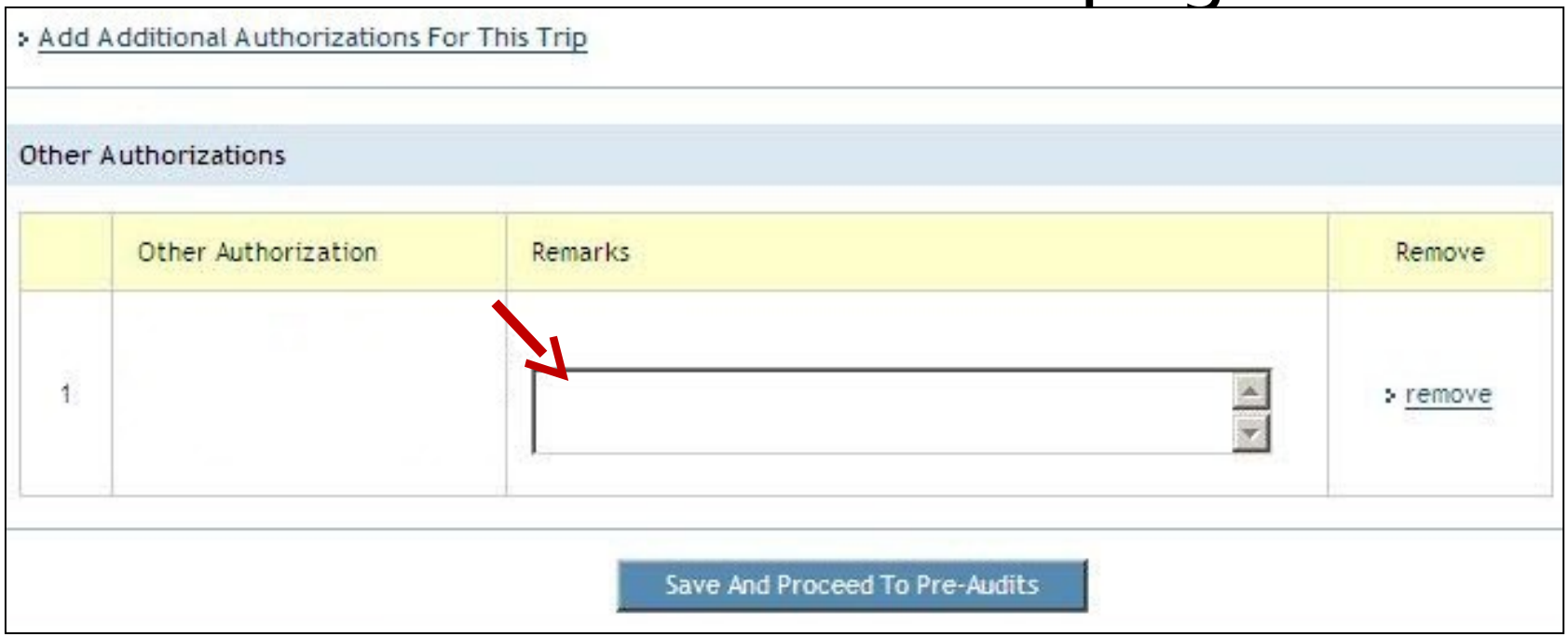
Teleconference Statement

- To add Teleconference Statement: While in DTS Authorization, click on “Other Authorizations” tab in menu bar, top of page



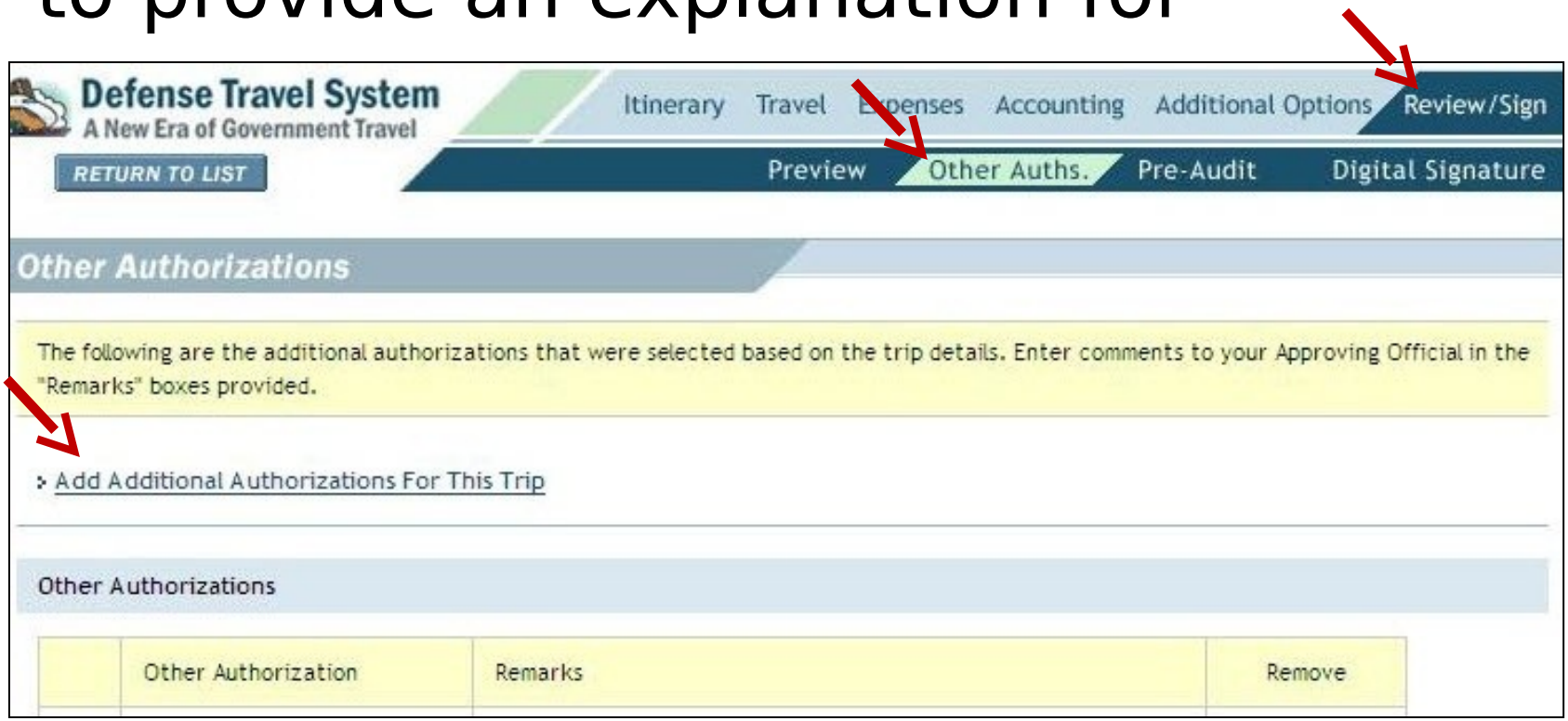
Teleconference Statement

- When screen opens, scroll down, find “OTHER” block and click on it
- Scroll down to bottom of page and



Review/Sign

- Other Authorizations – allows traveler to provide an explanation for

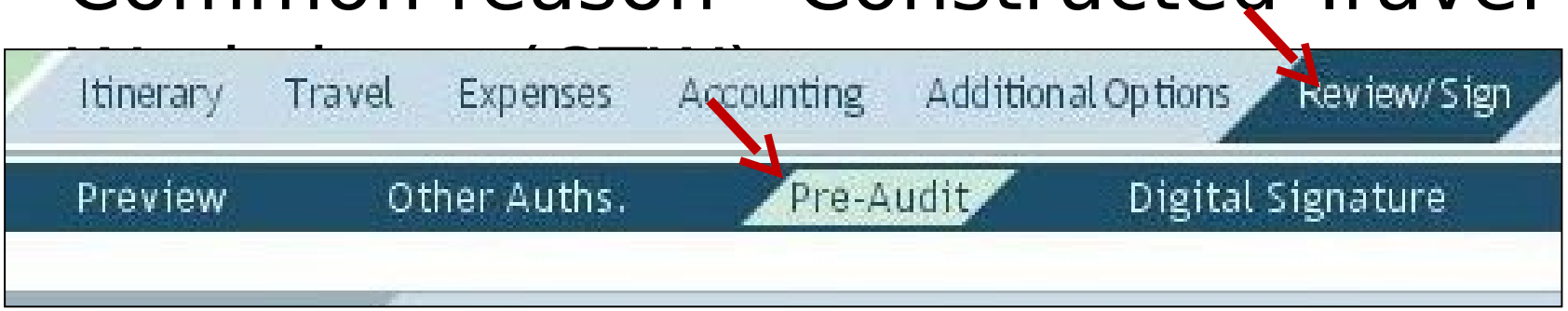


Review/Sign

- DTS flags some items that need explanation:
  - Leave in conjunction with TDY/TAD
  - Rental car other than compact
  - CTO fee
  - Meals provided
  - Excess baggage
- Traveler can also add comments

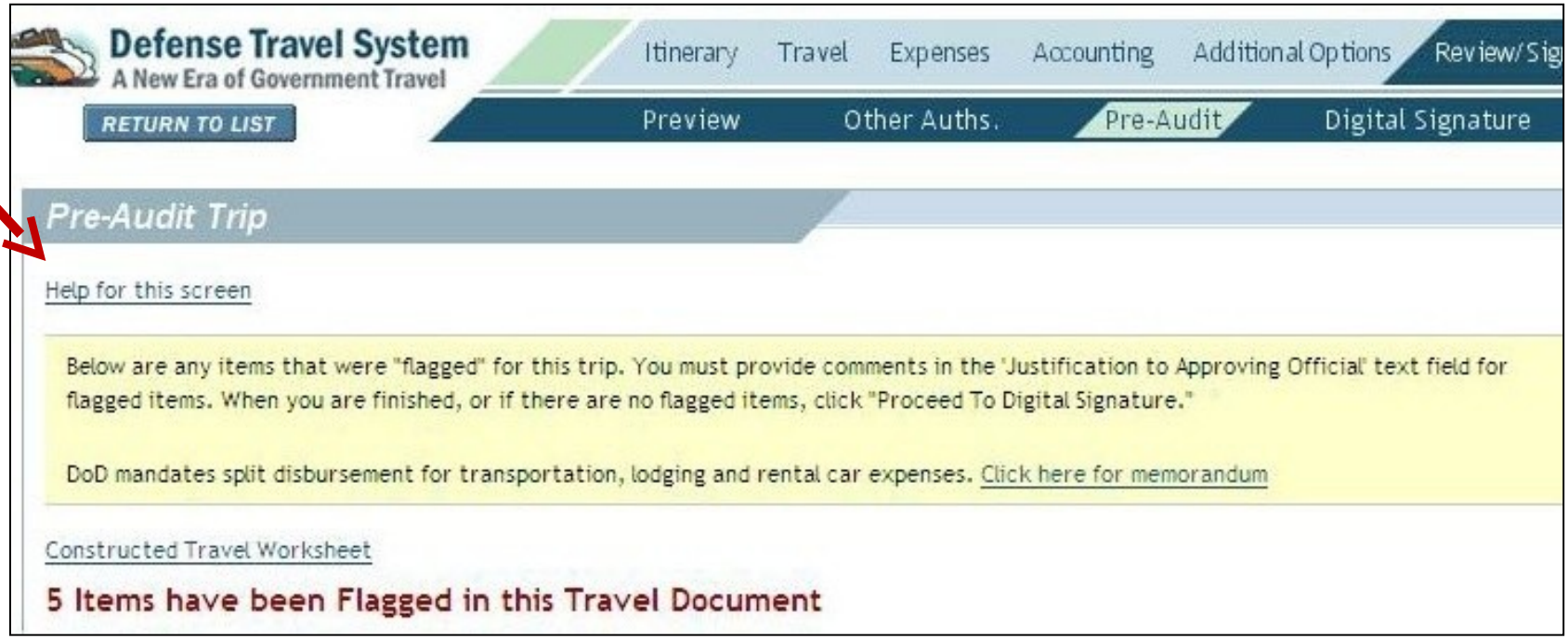
Review/Sign

- Select “Save and Proceed to Pre-Audits”
- Pre-Audits – items flagged more information
- Common reason - Constructed Travel



Pre-Audit Flags

- Help for this screen


Defense Travel System
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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sig
RETURN TO LIST
Preview
Other Auths.
Pre-Audit
Digital Signature
Pre-Audit Trip
Help for this screen
Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
Constructed Travel Worksheet
5 Items have been Flagged in this Travel Document

Pre-Audit Messages

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*Click on any green text for details. To print screen, right-click and select **Print**.*

Pre-Audit

CLICK HERE TO SEE PRE-AUDIT MESSAGES

This screen displays any item in your travel plan that seems to be out of the ordinary, that is, those that failed the audit. You will need to provide comments to justify the expense or action, add an explanatory comment, or request permission.

Note: If all the details of your trip pass the audit, you will see the message "Flagged items do not exist for this Travel Document." You can then click the **Continue** button.

The screen reminds the military traveler of DOD-mandated **split disbursement rule**. Select the link provided to see the memorandum.

If you have filled out a *constructed travel worksheet*, you may view it by selecting the link. You will be prompted for your password.

Reason Flagged

Item Description

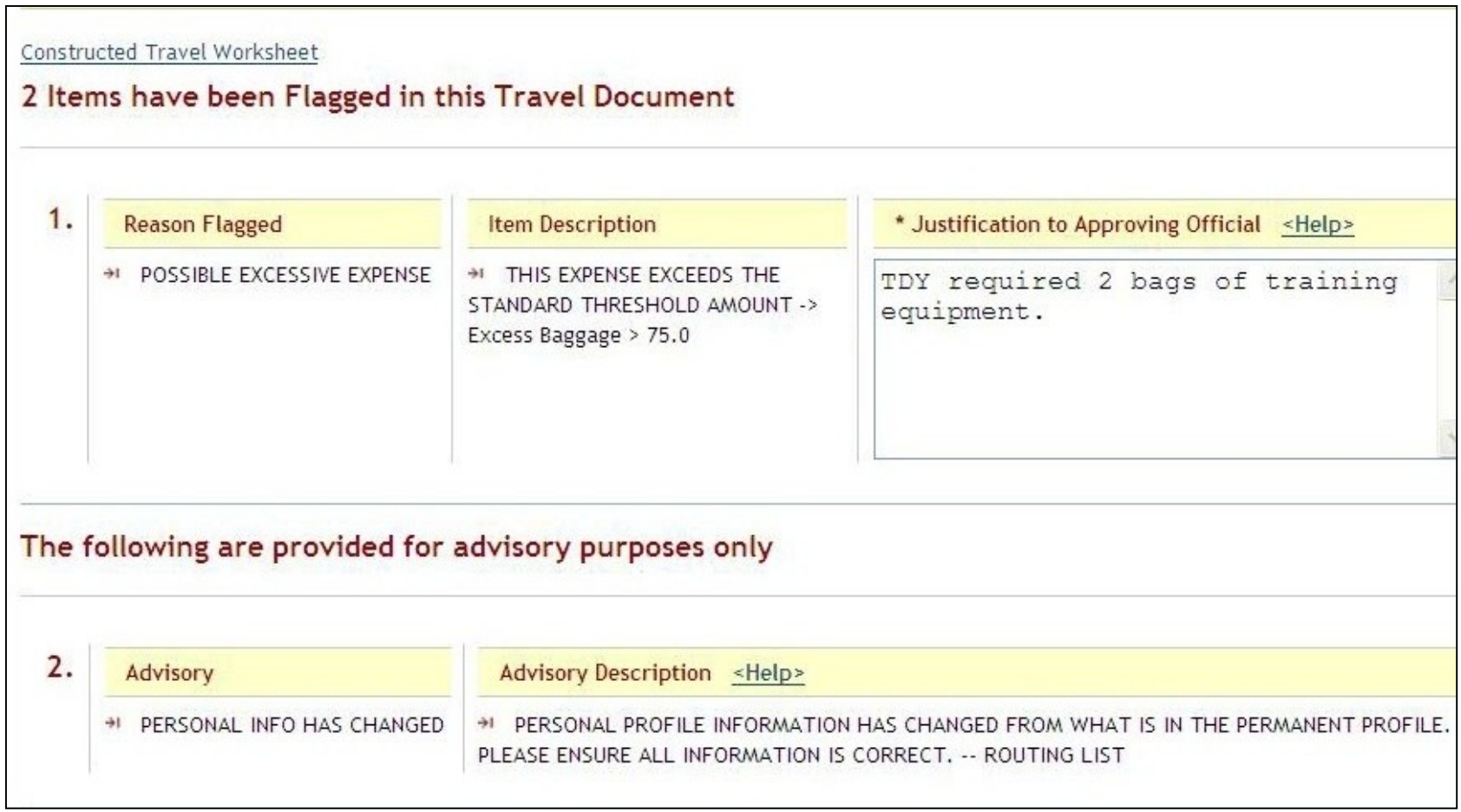
Reason Codes

Justification to Authorizing Official

When you have completed any entries in the **Justification** text box, click **Save and Proceed to Digital Signature**.

Some officers are allowed to approve their own travel; however, this self-approval authority does not extend to authorizations that include a request for a Non-ATM Travel Advance. Note that DTS will prevent an authorization for a Non-ATM Travel Advance for a Self-Authorizing AO user.

Pre-Audit Trip



Constructed Travel Worksheet

2 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	POSSIBLE EXCESSIVE EXPENSE	THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Excess Baggage > 75.0	TDY required 2 bags of training equipment.

The following are provided for advisory purposes only

	Advisory	Advisory Description <Help>
2.	PERSONAL INFO HAS CHANGED	PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- ROUTING LIST

Interim Transitions

- Questions?
- Let’s continue our topic, travel authorizations.

Constructed Travel Worksheet (CTW)

Transportation Expenses for the Authorized Mode (what the AO approved on the authorization):

The commercial transportation costs as approved by the AO on the authorization:

a. Commercial transportation costs: $

Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: $

c. Cost for transportation to and from all airports: $

Total Expense Cost Factors (lines b+c): $

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for the transportation mode(s) originally authorized: $

e. Per diem amount for the *allowable travel days* of the actual transportation mode(s): $

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules a not the actual cost of the rental vehicle. See the worksheet instructions for information:

f. Enter the official round trip distance for the rental vehicle use:

CTW

- Common entry Pre-Audit entry
- Traveler chooses non-standard mode of travel
- Constructed Travel Worksheet (CTW) – cost comparison for AO

Windows Internet Explorer
You have selected a transportation mode that may require a Constructive Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at http://www.defensetravel.dod.mil/cnsttvl/ or within DTS under Review/Sign>Pre-Audit.
Do you wish to continue?
OK
Cancel

CTW

- Common reason – traveler selects private auto (POC) instead of standard mode of travel
  - CTW is required
- Other reasons for CTW include:
  - Not serviced by airline or within driving distance
  - Non-Mileage Expenses screen was completed
    - For both of these, complete justification in “Pre-Audit Trip” screen

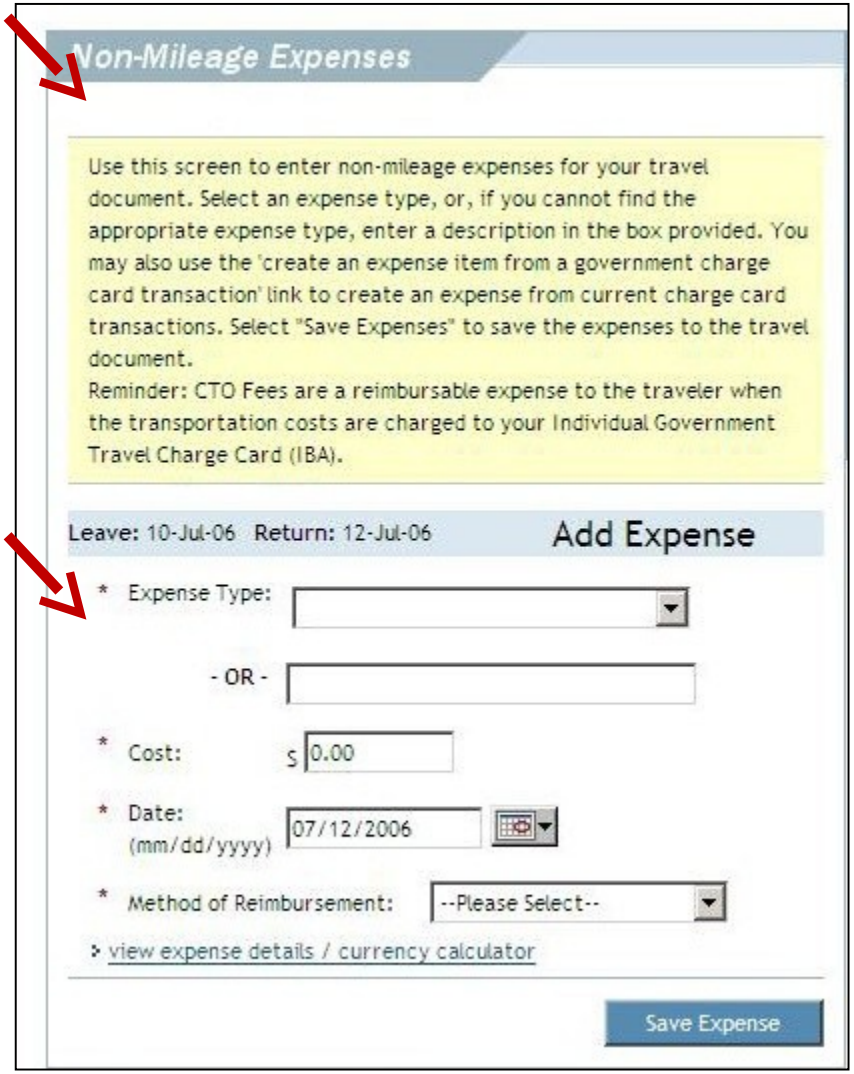
CTW

- Pre-Audit trip justification, link to CTW

RETURN TO LIST
Preview
Other Auths.
Pre-Audit
Digital Signature
Pre-Audit Trip
Help for this screen
Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
Constructed Travel Worksheet
2 Items have been Flagged in this Travel Document
1.
Reason Flagged
Item Description
* Justification to Approving Official <Help>

CTW

- Non-Mileage Expenses" screen completed
  - Complete justification and maybe CTW


Non-Mileage Expenses
Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).
Leave: 10-Jul-06 Return: 12-Jul-06
Add Expense
* Expense Type:
- OR -
* Cost: $ 0.00
* Date: (mm/dd/yyyy) 07/12/2006
* Method of Reimbursement: --Please Select--
view expense details / currency calculator
Save Expense

CTW

- Traveler include City Pair flight cost and other applicable charges on CTW
- AO can limit reimbursement
  - Adjust per diem entitlements or limit to what Government would have paid

CTW

- For POC, en route (POC TDY/TAD) travel is:
  - Trip start to first TDY/TAD location
  - TDY location to another TDY/TAD location
  - Last TDY/TAD location to trip end location

CTW Directions

- When items are flagged in “Pre-Audit Trip” screen
  - Click on “Constructed Travel Worksheet” link
  - Click on “Constructed Travel Worksheet – Authorization” link

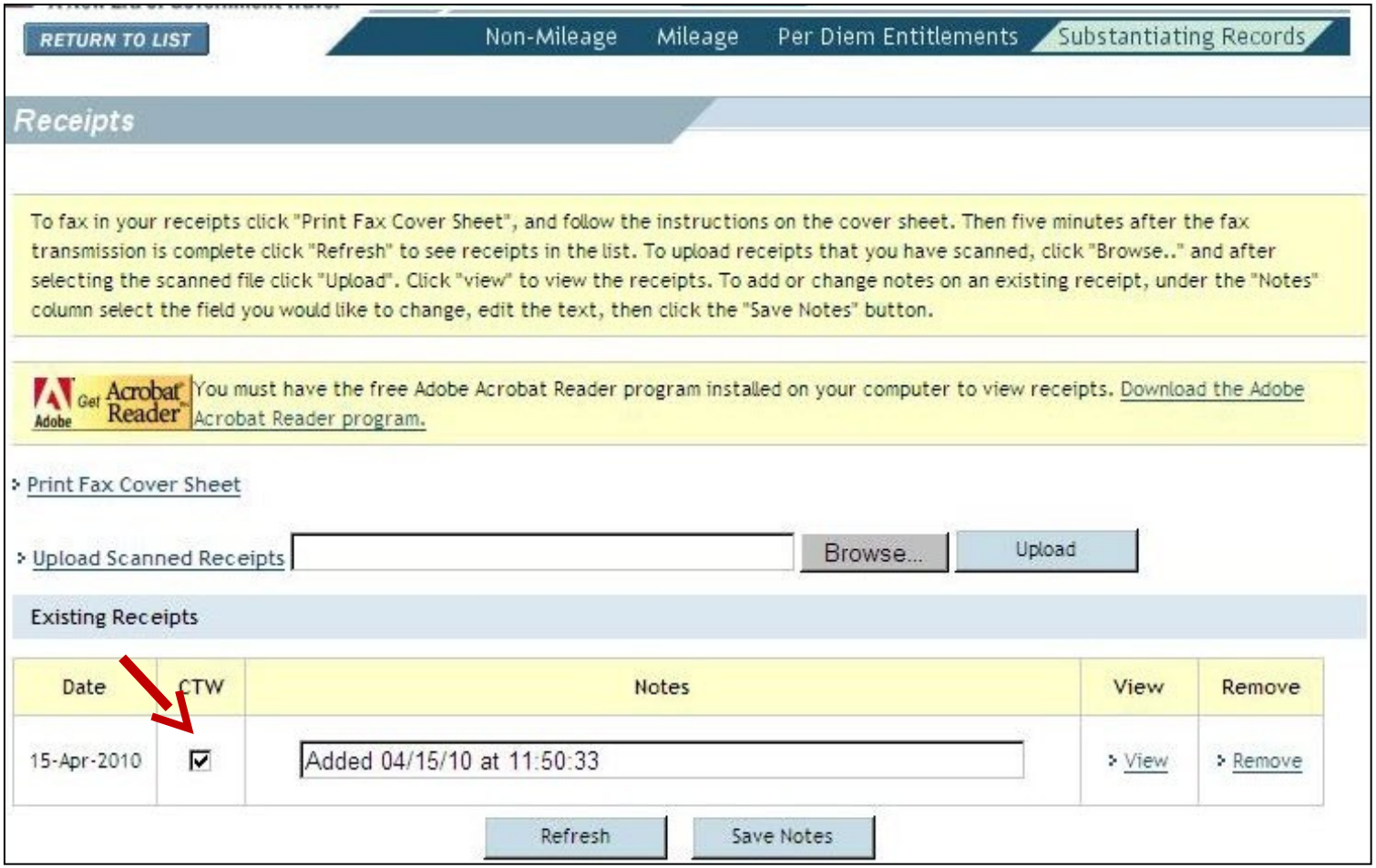
CTW Directions

- Complete name and locations, dates
- Line a: What it would cost to travel by commercial air
- Line b: Additional fee charged by CTO
- Line c: Cost for transportation to, from all airports
- Total “b” and “c”

CTW Directions

- Line d: Per diem amount for preferred mode
- Line e: Per diem for travel by commercial air
- Additional comments, as needed
- Click “Save to File for Upload to DTS”
- “Click here to save (as PDF) to Desktop or other Folder”

CTW-Substantiating Records


RETURN TO LIST
Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records
Receipts
To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.
Get Acrobat Reader
You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.
Print Fax Cover Sheet
Upload Scanned Receipts
Browse...
Upload
Existing Receipts
Date
CTW
Notes
View
Remove
15-Apr-2010
Added 04/15/10 at 11:50:33
View
Remove
Refresh
Save Notes

CTW

- AO can approve reimbursement as:
  - "Approve as Limited" box is checked - limits reimbursement
  - "Approve as Limited" box is not checked – full reimbursable expenses allowed

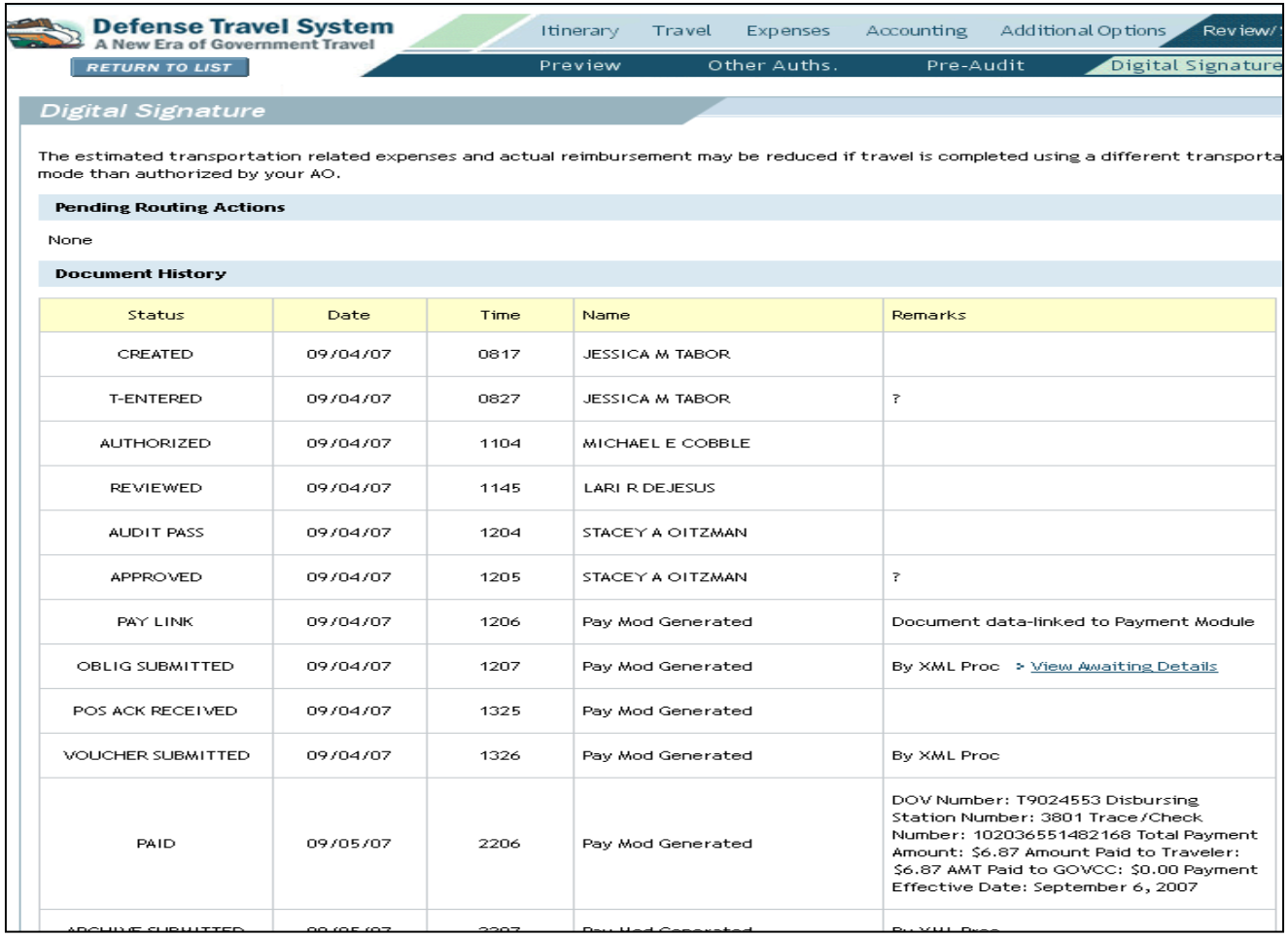
Travel Days

- Determined by mode of transportation; commercial air:
  - CONUS or within one Foreign OCONUS area
    - 1 day
  - Between CONUS and Foreign OCONUS or between Foreign OCONUS areas
    - Based on ticket times
    - Amount of time it takes to get to the destination

Travel Days

- Determined by mode of transportation:
  - Ground bus, train: based on ticket times
  - Government, POC, or rental vehicle: 400 miles per day
  - Unreasonable travel time: 2400-0600 hours unless required by the mission

Digital Signature



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RETURN TO LIST

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/
Preview | Other Auths. | Pre-Audit | Digital Signature

Digital Signature

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transporta
mode than authorized by your AO.

Pending Routing Actions

None

Document History

Status	Date	Time	Name	Remarks
CREATED	09/04/07	0817	JESSICA M TABOR	
T-ENTERED	09/04/07	0827	JESSICA M TABOR	?
AUTHORIZED	09/04/07	1104	MICHAEL E COBBLE	
REVIEWED	09/04/07	1145	LARI R DEJESUS	
AUDIT PASS	09/04/07	1204	STACEY A OITZMAN	
APPROVED	09/04/07	1205	STACEY A OITZMAN	?
PAY LINK	09/04/07	1206	Pay Mod Generated	Document data-linked to Payment Module
OBLIG SUBMITTED	09/04/07	1207	Pay Mod Generated	By XML Proc > View Awaiting Details
POS ACK RECEIVED	09/04/07	1325	Pay Mod Generated	
VOUCHER SUBMITTED	09/04/07	1326	Pay Mod Generated	By XML Proc
PAID	09/05/07	2206	Pay Mod Generated	DOV Number: T9024553 Disbursing Station Number: 3801 Trace/Check Number: 102036551482168 Total Payment Amount: $6.87 Amount Paid to Traveler: $6.87 AMT Paid to GOVCC: $0.00 Payment Effective Date: September 6, 2007
ARCHIVE SUBMITTED	09/05/07	2207	Pay Mod Generated	By XML Proc

Digital Signature

- Similar to audit trail or document history
- Allows you to check status of a document
- When you “digitally sign” a document, you enter your PIN to verify who you are
- In “view mode”, digital history
- In “edit mode”, waiting digital signature stamp

Digital Signature

- Select “Save and Proceed to Digital Signature”
  - “Submit” and “SIGNED”, enter “Remarks”

Windows Internet Explorer
Your confirmed travel reservations will be cancelled in 24 hours if your authorization remains unsigned.
OK

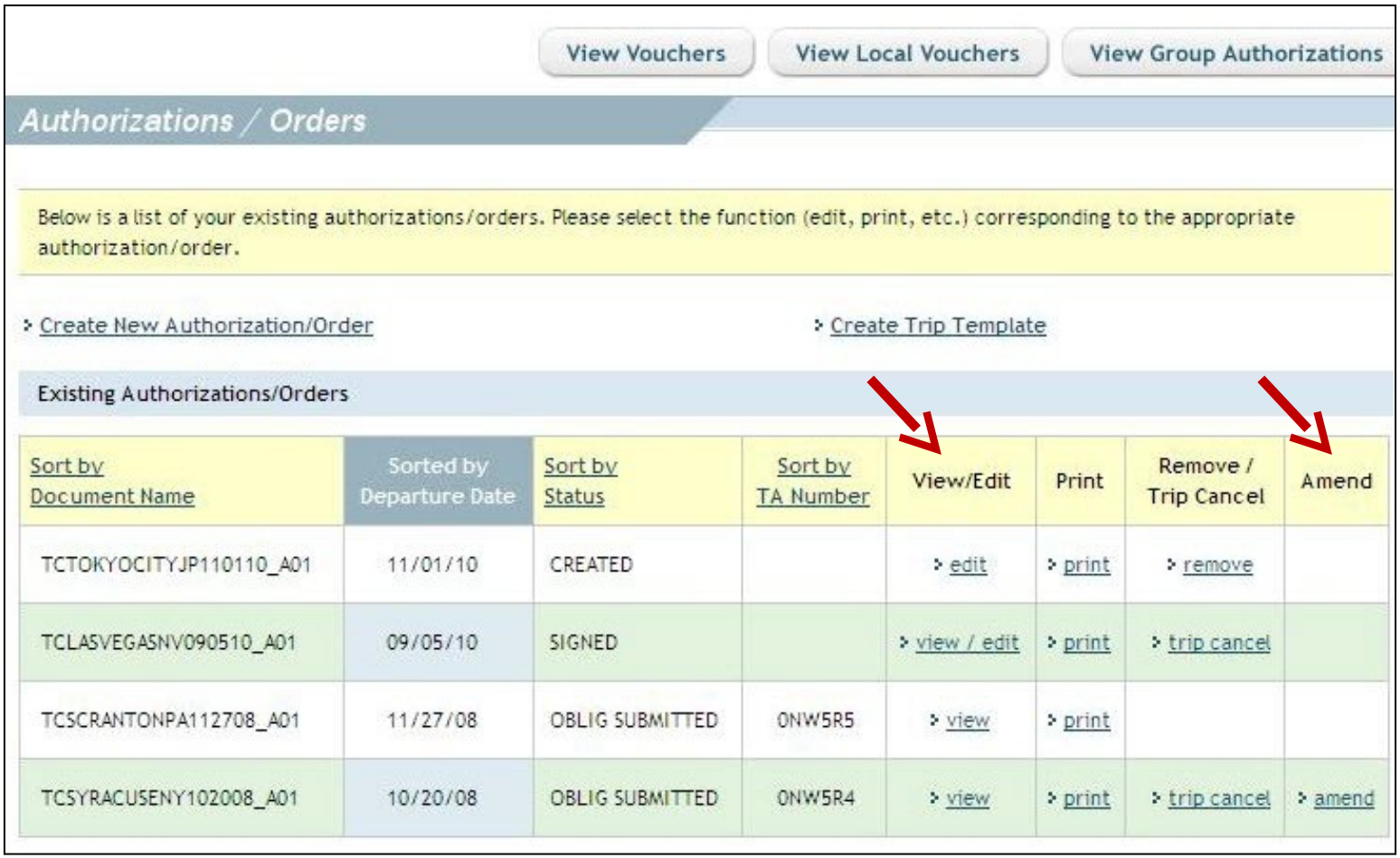
Interim Transitions

- Questions?
- Let’s continue our topic, travel authorizations.

Note

- Change of Travel Plans:
  - The authorization must be amended if trip dates change or if lodging changes, such as from on-base to off-base lodging. This is especially important if an advance or Scheduled Partial Payment (SPP) is scheduled.

Change Travel Plans


View Vouchers
View Local Vouchers
View Group Authorizations
Authorizations / Orders
Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.
Create New Authorization/Order
Create Trip Template
Existing Authorizations/Orders
Sort by Document Name
Sorted by Departure Date
Sort by Status
Sort by TA Number
View/Edit
Print
Remove / Trip Cancel
Amend
TCTOKYOCITYJP110110_A01 11/01/10 CREATED edit print remove
TCLASVEGASNV090510_A01 09/05/10 SIGNED view / edit print trip cancel
TCSCRANTONPA112708_A01 11/27/08 OBLIG SUBMITTED 0NW5R5 view print
TCSYRACUSENY102008_A01 10/20/08 OBLIG SUBMITTED 0NW5R4 view print trip cancel amend

Change Travel Plans

- Update authorization when plans change
- Traveler can edit a “signed” document
- Adjustment – before reservations made
  - Select “Edit” before AO approves authorization and CTO reserves the tickets
- Adjustment – after AO approves authorization

Change Travel Plans

- To adjust or amend an authorization:
  - "View-Only" screen opens
  - Clear or leave check "Open Document VIEW-ONLY" box
  - Clearing the box requires user complete PIN
  - Complete "Comments" box to the AO
  - Digitally sign the document again

Change Travel Plans

- Travelers who violate policy and make ticket changes directly with the airline must provide justification in the voucher
- Travelers can be held financially responsible if the voucher does not reflect the actual travel

Update Reservations

- Select the TDY/TAD for adjustment or amendment
- Select “Edit” on the “Trip Overview” screen for lodging, flight dates, and/or location of TDY

Update Reservations

- Ensure per diem and lodging expenses change
- Changes affect advances, SPP, and per diem entitlements
- Entire trip can be cancelled

Change Travel Plans

- Update Reservations: contact your approving authority:
  - During duty hours:
  - Before/after duty hours or emergency:

Cancellations, Changes

- Travelers may be unable to cancel reservations and charged fees
- If a ticket is cancelled, CTO fee will be charged
- Traveler reimbursed for mission-related changes, not personal preference
- Complete voucher as directed by AO
- Cancel plans where arrangements were made

Change Travel Plans

- Airline initiated changes, after ticketing
  - CTO notifies traveler of reservation changes
  - Traveler makes changes in voucher
- Mission directed changes after departure
  - Traveler contacts AO and notifies CTO
  - Traveler makes changes in voucher

Change Travel Plans

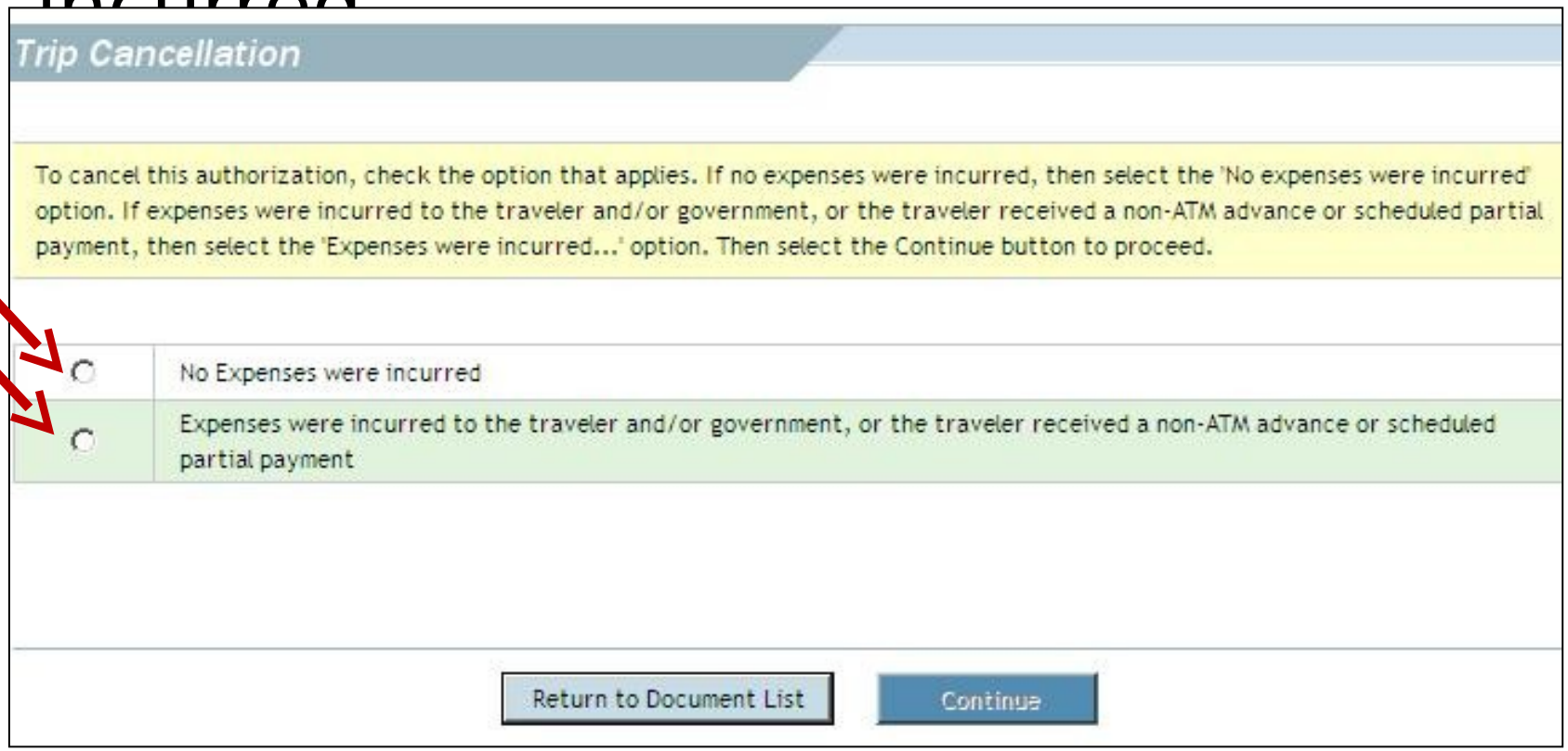
- After Hours Changes
  - Obtain approval from competent command authority, then contact CTO
  - CTO provides after-hours assistance for emergencies and en-route travelers
  - Commands notify DMO of changes to CBA-billed reservations within one business day

Change Travel Plans

- Traveler assistance
  - While en route, make changes with airline or CTO
  - Traveler makes changes in voucher

Trip Cancelled

- Select whether expenses were incurred


Trip Cancellation
To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.
No Expenses were incurred
Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment
Return to Document List
Continue

Trip Cancelled

- Select the authorization from “Authorizations/ Orders” list
- Select no expenses or expenses incurred
- Authorization created, no expenses:
  - Select “Remove” next to the document
  - If reservations made, edit the document and cancel reservations then select “Remove”

Trip Cancelled

- Signed or approved, no expenses:
  - Select “Trip Cancel” next to authorization
  - Select “No Expenses Were Incurred”, and “OK”, “Continue”
  - On “Other Authorizations” screen, “Continue”
  - On “Pre-Audit Trip” screen, select “Save and Proceed to Digital Signature”
  - “Submit” and “SIGNED” with PIN, select “OK”

Trip Cancelled

- Message from webpage when “No Expenses were incurred” was selected (on previous slide)

Message from webpage
This action is non-reversible. In order to exit this process select the "Return to Document List" button.
OK

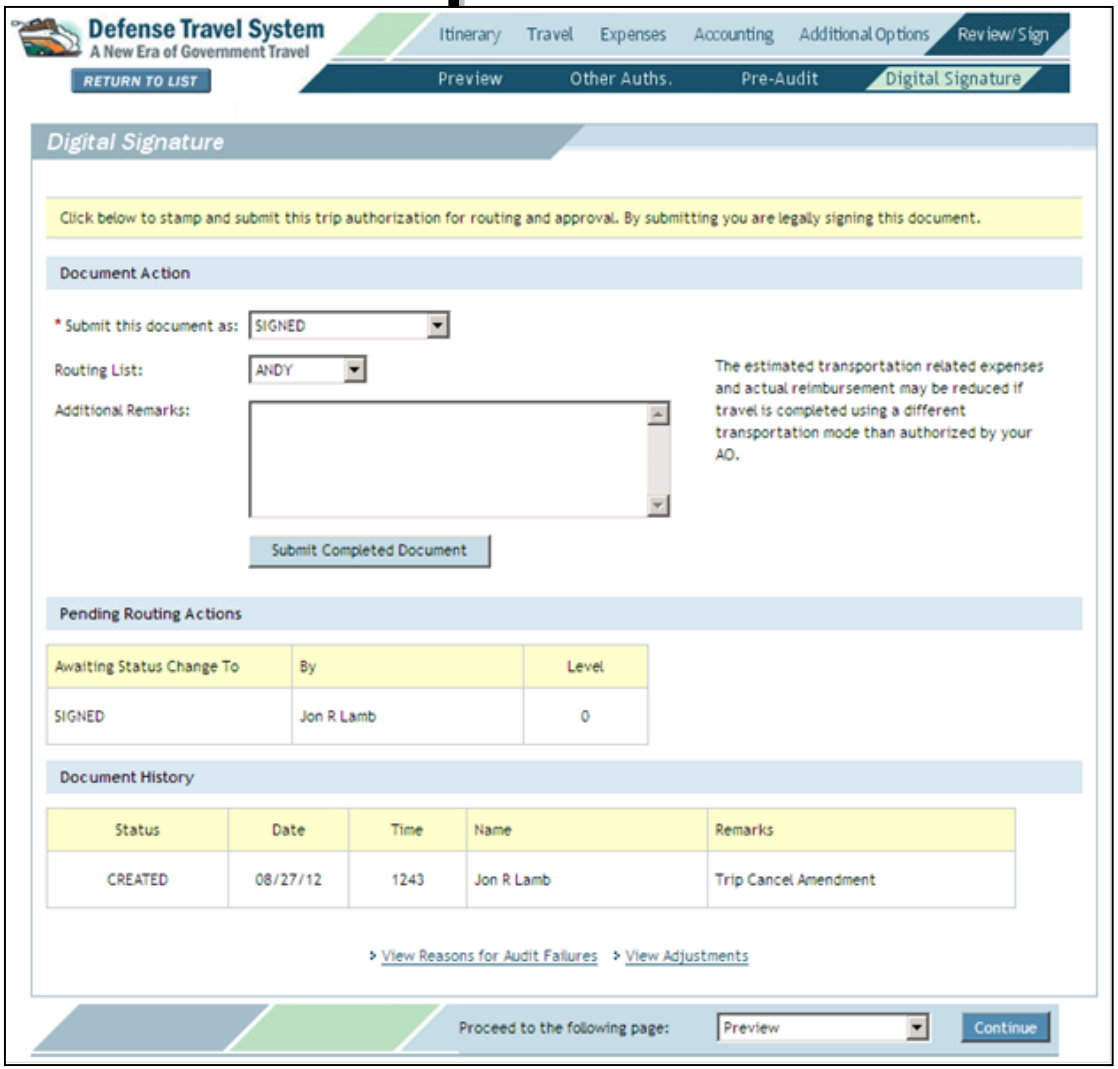
Trip Cancelled

- Signed and “Expenses were incurred..”
  - Select “Trip Cancel” next to authorization
  - “Expenses were Incurred...”, and “OK”, “Continue”
  - Acknowledge “OK”, voucher must be created
  - On “Other Authorizations” screen, “Continue
  - On “Pre-Audit Trip” screen, complete “Justification for Approving Official” for flagged items

Trip Cancelled

- Signed and “Expenses were incurred..”
  - Select “Save and Proceed to Digital Signature”
  - “Submit” and “SIGNED”, complete PIN, “OK”
  - Authorization will be routed to the AO
  - Ensure reservations are cancelled
  - DTS creates a voucher; complete it with expenses; instructions later in this lesson

Trip Cancelled - Expenses


Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Preview
Other Auths.
Pre-Audit
Digital Signature
Digital Signature
Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.
Document Action
* Submit this document as: SIGNED
Routing List: ANDY
Additional Remarks:
The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.
Submit Completed Document
Pending Routing Actions
Awaiting Status Change To | By | Level
SIGNED | Jon R Lamb | 0
Document History
Status | Date | Time | Name | Remarks
CREATED | 08/27/12 | 1243 | Jon R Lamb | Trip Cancel Amendment
View Reasons for Audit Failures
View Adjustments
Proceed to the following page: Preview
Continue

Note

- Travelers must ensure that hotel reservations are cancelled before the cancellation deadline to avoid paying no-show charge. If CTO does not provide a cancellation number, contact the hotel to obtain one.
- A good policy is to cancel with the hotel as soon as possible, whether CTO cancels the reservation or not.

Cancelled Trip

- Approved and “Expenses were incurred..”
  - Select “Trip Cancel” next to the authorization
  - “Expenses Were Incurred…” and “OK” “Continue”
  - Acknowledge “OK”, voucher must be created
  - On “Other Authorizations” screen, “Continue
  - On “Pre-Audit Trip” screen, complete “Justification to Approving Official” for flagged items

Cancelled Trip

- Authorization signed, expenses incurred:
  - Select “Save and Proceed to Digital Signature”
  - “Submit” and “SIGNED,” complete PIN and “OK”
  - Ensure reservations are cancelled
  - DTS automatically creates the voucher

Leave With TDY

- Leave in Conjunction With Official (LICWO) Travel:
  - DTS does not support leisure travel reservations
  - City Pair flights for official travel only
  - Select “Leave” in per diem entitlements section
  - No per diem while on leave
  - Travel day back to organization is TDY/TAD day

Group Travel

- Group travel authorizations can be created in DTS
- Refer to the Document Processing Manual located in the DTS Document Library

Transition

- Questions?
- **<u>Question</u>**: What is constructed travel?

Transition

- **<u>Answer</u>**: Constructed travel is a worksheet the traveler fills out when the traveler chooses a mode of travel other than standard. A common reason a traveler will use a Constructed Travel Worksheet is when use of their private auto is requested.

Transition

- **<u>Question</u>**: What statement must be included in “Other Authorizations” of Authorization?

Transition

- **Answer**: “Secure Video Teleconference (SVTC) or other web-based communication are not sufficiently able to accomplish travel objectives.”
- Next: complete vouchers

Complete Vouchers

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT

☐ Electronic Fund Transfer (EFT)

☐ Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.

NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.

☐ Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: **$**

2. NAME *(Last, First, Middle Initial) (Print or type)*	3. GRADE	4. SSN	5. TYPE OF PAYMENT *(X as applicable)*
			☐ TDY ☐ Member/Employee ☐ PCS ☐ Other ☐ Dependent(s) ☐ DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE

e. E-MAIL ADDRESS

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES	10. FOR D.O. USE ONLY
			a. D.O. VOUCHER NUMBER
11. ORGANIZATION AND STATION			b. SUBVOUCHER NUMBER

12. DEPENDENT(S) *(X and complete as applicable)*

☐ ACCOMPANIED ☐ UNACCOMPANIED

a. NAME *(Last, First, Middle Initial)*	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS *(Include Zip Code)*

c. PAID BY

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? *(X one)*

☐ YES ☐ NO *(Explain in Remarks)*

d. COMPUTATIONS

15. ITINERARY

a. DATE	b. PLACE *(Home, Office, Base, Activity, City and State; City and Country, etc.)*	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES

Vouchers

- Vouchers record money spent during travel
- Two types of vouchers:
  - Local voucher – SF 1164
    - Expenses incurred in and around PDS or local travel
  - Voucher – DD Form 1351-2
    - Expenses incurred during travel

Note

- The DD Form 1351-2/SF 1164 must be manually signed by the traveler before the NDEA can complete a voucher as “T-ENTERED.”
- The NDEA enters data from the traveler’s signed voucher as it was presented. The NDEA is not responsible for validity of the voucher.

Vouchers

- NDEAs can sign vouchers “T-ENTERED” when DD Form 1351-2/SF 1164 has been signed
  - Prepare voucher in DTS, present to traveler for review and signature
  - Upload in “Substantiating Records”
  - Voucher must be resigned if money changes
- Traveler responsible for data entered by NDEA

Create a Voucher

- Log into DTS website
- Mouse over “Official Travel” on menu bar
- Select “Create New Voucher from

View Authorizations / Orders
View Local Vouchers
Vouchers
Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with
Create New Voucher From Authorization/Order
Existing Vouchers

Create a Voucher

- Select “Create” next to the authorization to create a voucher

Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
ECRALEIGHNC111510_A01	11/15/10	POS ACK RECEIVED	0O0N2C	create
ECSANANTONIOT110110_A01	11/01/10	POS ACK RECEIVED	0O0N2E	create

Voucher Overview

- Voucher prepopulated with authorization data
- Travelers submit within 5 days after completing travel
- Use local voucher when travel around PDS
- Update voucher with actual:
  - Trip dates, length, locations
  - Expenses; adjust lodging per diem as applicable

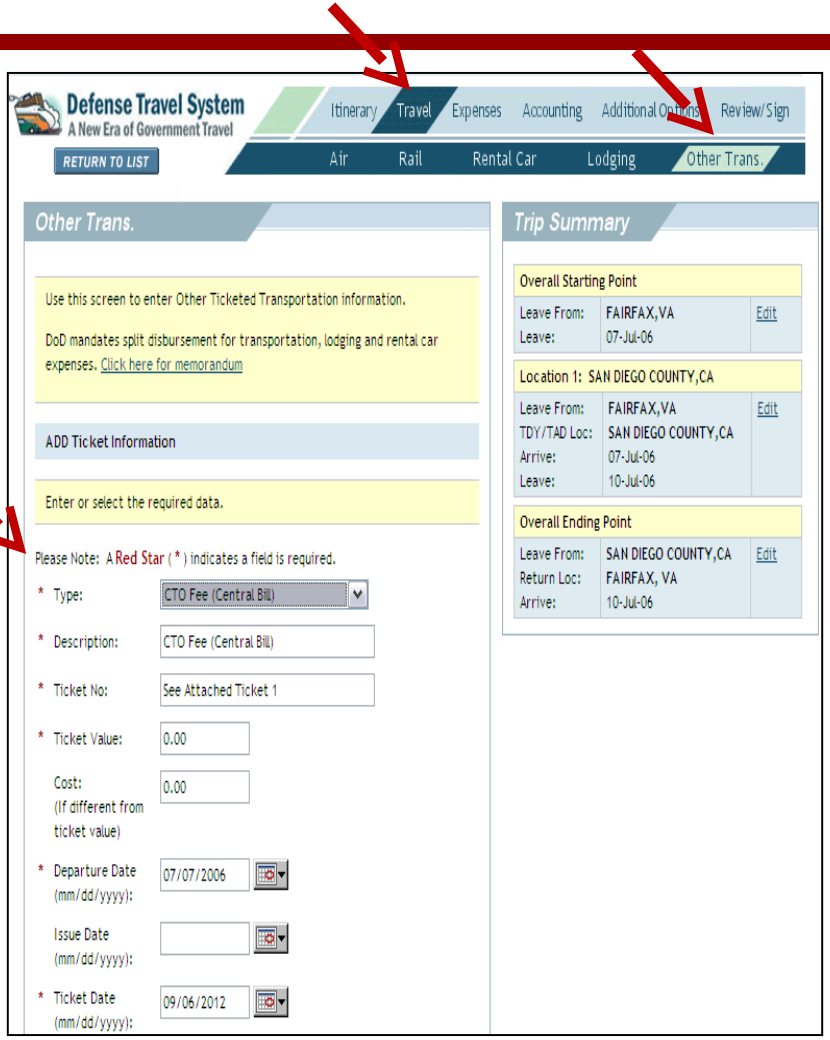
Voucher Overview

- Claim reimbursement once for expense
- ATM expenses will already be on voucher
- Include ATM fees if GTCC used
- Reservations made through DTS will already be on voucher

Voucher Overview

- Include CTO fees, if not automatic, on “Travel” then “Other Trans.” tab:
  - “Type” –GOVCC (GTCC) or CBA
  - “Ticket Number” – CTO fee ticket number
  - “Ticket Value” – CTO fee amount, press Tab
  - “Departure Date”
  - “Ticket Date” – defaults to today’s date
  - Select “Save” at bottom of screen

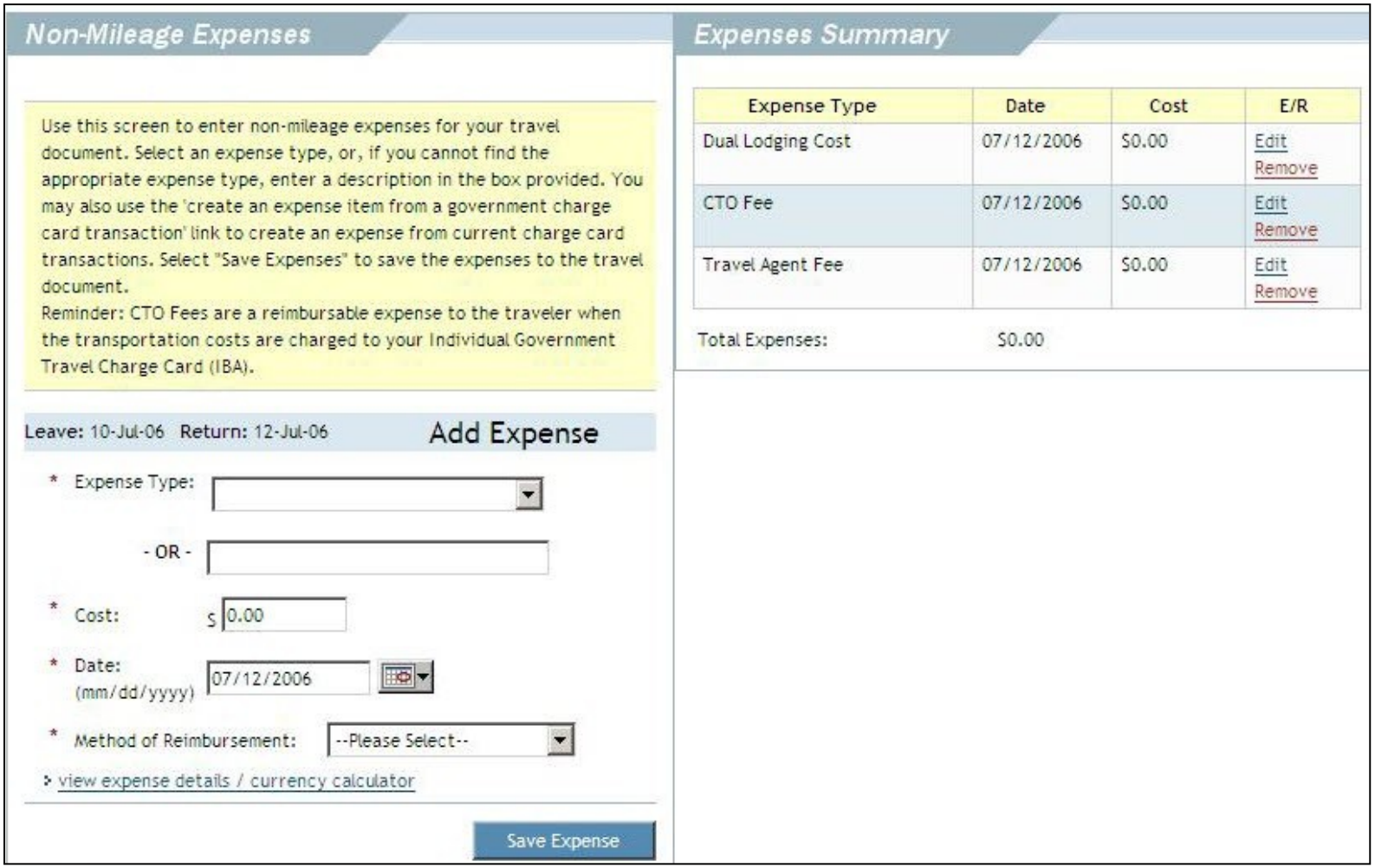
Add CTO Fee


Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Rail
Rental Car
Lodging
Other Trans.
Other Trans.
Use this screen to enter Other Ticketed Transportation information.
DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum
ADD Ticket Information
Enter or select the required data.
Please Note: A Red Star (*) indicates a field is required.
* Type: CTO Fee (Central Bill)
* Description: CTO Fee (Central Bill)
* Ticket No: See Attached Ticket 1
* Ticket Value: 0.00
Cost: (If different from ticket value) 0.00
* Departure Date (mm/dd/yyyy): 07/07/2006
Issue Date (mm/dd/yyyy):
* Ticket Date (mm/dd/yyyy): 09/06/2012
Trip Summary
Overall Starting Point
Leave From: FAIRFAX,VA
Leave: 07-Jul-06
Edit
Location 1: SAN DIEGO COUNTY,CA
Leave From: FAIRFAX,VA
TDY/TAD Loc: SAN DIEGO COUNTY,CA
Arrive: 07-Jul-06
Leave: 10-Jul-06
Edit
Overall Ending Point
Leave From: SAN DIEGO COUNTY,CA
Return Loc: FAIRFAX, VA
Arrive: 10-Jul-06
Edit

Enter Expenses

- Non-Mileage
  - Select “Expense Type”
  - Enter cost of expense and date
  - Method of reimbursement: Personal or GTCC
  - See next slide for picture of Non-Mileage Expenses screen

Non-Mileage Expenses


Non-Mileage Expenses
Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).
Leave: 10-Jul-06 Return: 12-Jul-06
Add Expense
* Expense Type:
- OR -
* Cost: $ 0.00
* Date: (mm/dd/yyyy) 07/12/2006
* Method of Reimbursement: --Please Select--
view expense details / currency calculator
Save Expense
Expenses Summary
Expense Type | Date | Cost | E/R
Dual Lodging Cost | 07/12/2006 | $0.00 | Edit Remove
CTO Fee | 07/12/2006 | $0.00 | Edit Remove
Travel Agent Fee | 07/12/2006 | $0.00 | Edit Remove
Total Expenses: $0.00

Enter Expenses

- Mileage
  - Select “Expense Type”
  - Enter date
  - “Method of Reimbursement” is “personal”
  - Enter number of miles; rate is calculated
- Select “Save Expenses”

Receipts

- Legible receipts required for:
  - Airfare or rail transportation
  - Rental car
  - Lodging (itemized)
  - Expenses over $75.00
  - Other expenses as required
- Above must be charged to GTCC if traveler has one

Receipts

- A valid receipt must contain:
  - Name of company
  - Specific dates, articles purchased, and unit price
  - For lodging: dates for lodging, cost of room
  - Lodging: ensure receipt reflects payment in full
  - Amount due was paid by the traveler
- CONUS taxes and fees separate expenses
- OCONUS taxes claimed in room rate

Other Expenses

- Necessary travel expenses include:
  - ATM fees
  - Passport and associated fees
  - Energy surcharge or resort fees
  - Cost of traveler's checks and money orders
  - Fee for converting currency; include exchange rate

Other Expenses

- Necessary travel expenses include:
  - Airline baggage fees – check for weight, size limits
  - Use of computers, printers, fax machines, etc.
  - Use of in-flight communication, computer
  - Lodging taxes in US and non-foreign OCONUS
  - Transportation to and from airport, separately

Other Expenses

- Necessary “excess baggage”
  - Indicate in “Other Authorizations” section
  - Make payments to carrier at check in
  - Claim reimbursement on voucher
  - AO responsible for ensuring excess baggage is justified

Other Expenses

- Necessary travel expenses include:
  - Driving fees – parking, tolls, ferry
  - Parking at terminal, if cost not more than one round trip taxi fare
  - Transportation at TDY/TAD location

Other Expenses

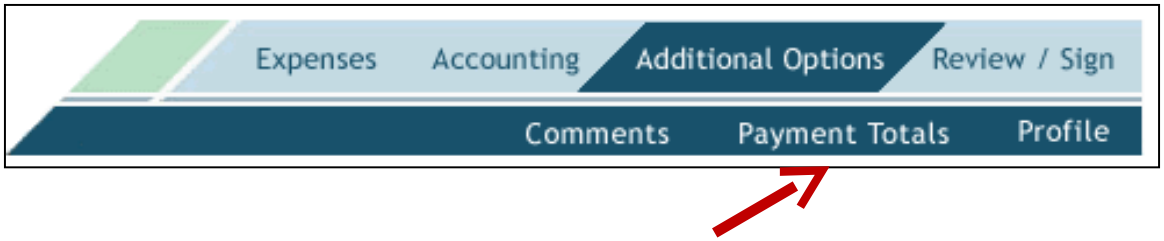
- Some tips are reimbursable for Service Members and DOD Civilians
- See JTR Appendix G for current information

Interim Transitions

- Questions?
- Let’s continue our topic, complete travel vouchers.

Increase Amount to GTCC

- Make sure all costs are updated in voucher to actual costs
- From “Additional Options”, “Payment Totals”



Increase Amount to GTCC

- To move money to GTCC or personal account:
  - Input amount, select “Calculate”
  - “Add GOVCC ATM”
  - “Add’l GOVCC Amt”
  - “Less Prev Pmts to GOVCC (By Traveler)”

Entitlement Summary - Before

Entitlement Summary

	Personal($)	Individual GOVCC($)	Total($)
Total Expenses:	$1,397.00	$0.00	$1,397.00
Less Prior Pmts:	$0.00	$0.00	$0.00
Plus Collections:	$0.00	$0.00	$0.00
Net to Traveler:	$1,397.00	$0.00	$1,397.00
Add GOVCC ATM:	$0.00	0.00	
Add'l GOVCC Amt:	$0.00	0.00	
Less Prev Pmts to GOVCC(By Traveler):	0.00	$0.00	Calculate
Prev Pmt Adjustments:	$0.00	$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	$1,397.00	$0.00	$1,397.00

Entitlement Summary - After

Entitlement Summary

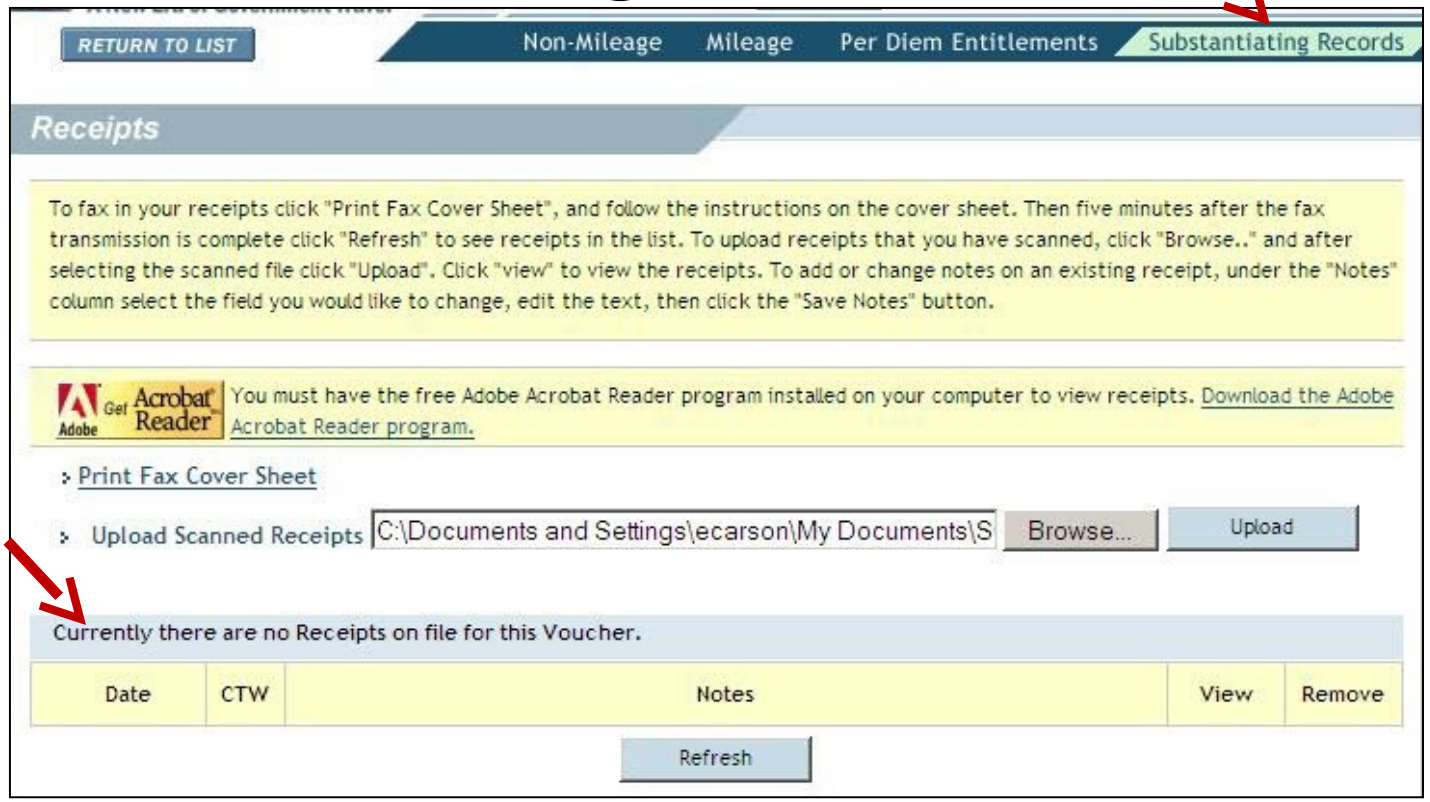
	Personal($)	Individual GOVCC($)	Total($)
Total Expenses:	$1,397.00	$0.00	$1,397.00
Less Prior Pmts:	$0.00	$0.00	$0.00
Plus Collections:	$0.00	$0.00	$0.00
Net to Traveler:	$1,397.00	$0.00	$1,397.00
Add GOVCC ATM:	$0.00	0.00	
Add'l GOVCC Amt:	-$1,397.00	1,397.00	
Less Prev Pmts to GOVCC(By Traveler):	0.00	$0.00	Calculate
Prev Pmt Adjustments:	$0.00	$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	$0.00	$1,397.00	$1,397.00

Load Receipts

- Select “Substantiating Records”
- Fax receipts or scan and upload to the voucher
- All receipts should be uploaded together
- Use fax cover sheet created for that voucher

CTW

- Attach to authorization on "Substantiating Records" screen


RETURN TO LIST
Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records
Receipts
To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.
Get Acrobat Reader
You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.
Print Fax Cover Sheet
Upload Scanned Receipts
C:\Documents and Settings\ecarson\My Documents\S
Browse...
Upload
Currently there are no Receipts on file for this Voucher.
Date
CTW
Notes
View
Remove
Refresh

Common Errors

- Most common errors pertain to receipts:
  - Receipt not present
  - Receipt is illegible
  - Amounts do not match
  - Receipt must show actual amount paid

Complete the Voucher

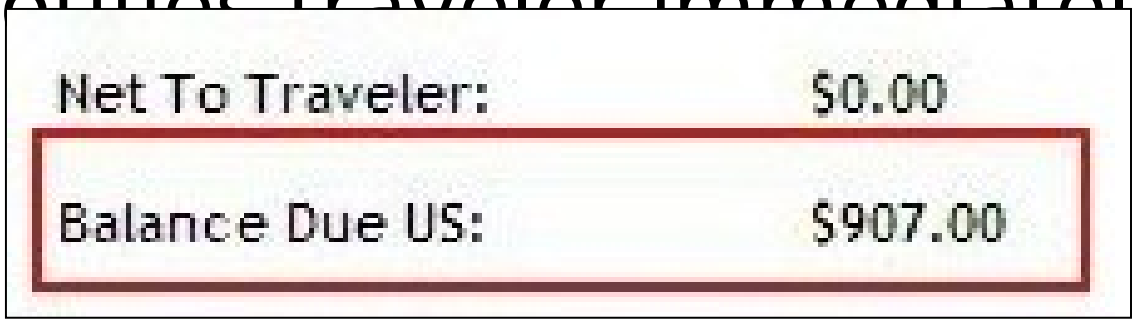
- Sign the Voucher
  - Select “Submit Completed Document” and “Save and Continue”
  - Complete PIN and select “OK”
- Travelers sign own vouchers
- Split disbursement 72 hours after AO approval

Travel-Incurred Debt

- Debt occurs when expenses are less than:
  - Non-ATM advances
  - Scheduled partial payments (SPPs)
  - Previous vouchers or local vouchers
  - Post payment review (PPR)

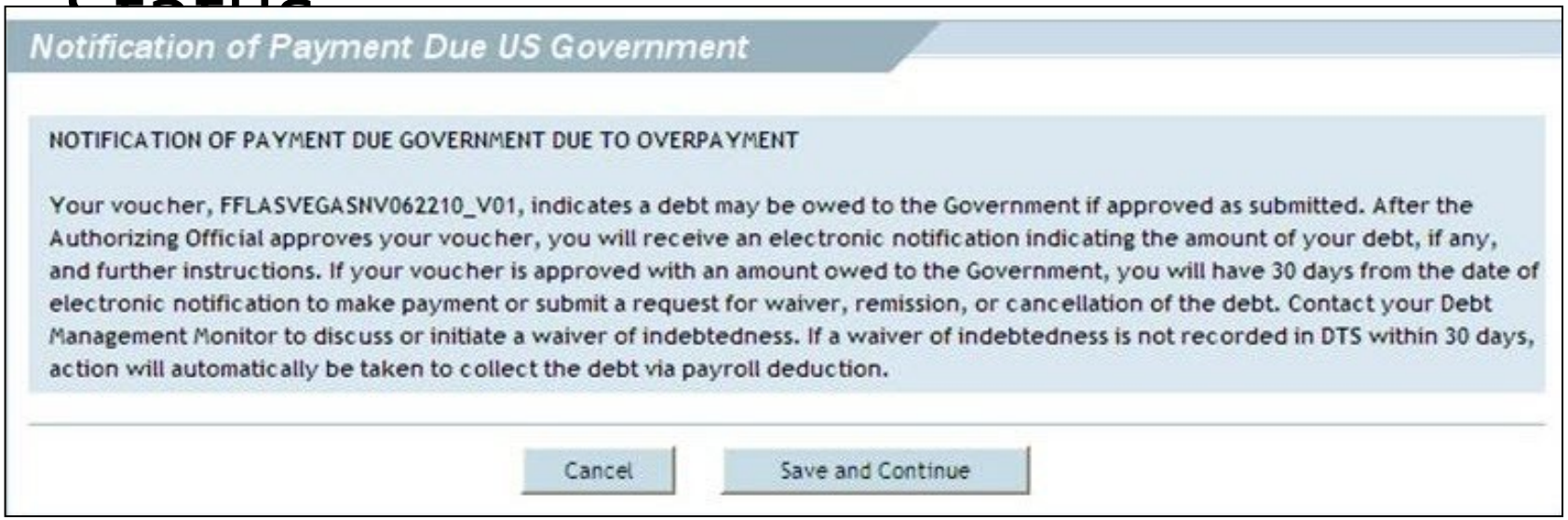
Travel-Incurred Debt

- Identify debt status on the voucher:
  - "Final Distribution" is $0.00
  - "Balance Due US" will have amount traveler owes
- Make sure all expenses are claimed
- AO notifies traveler immediately



Travel-Incurred Debt

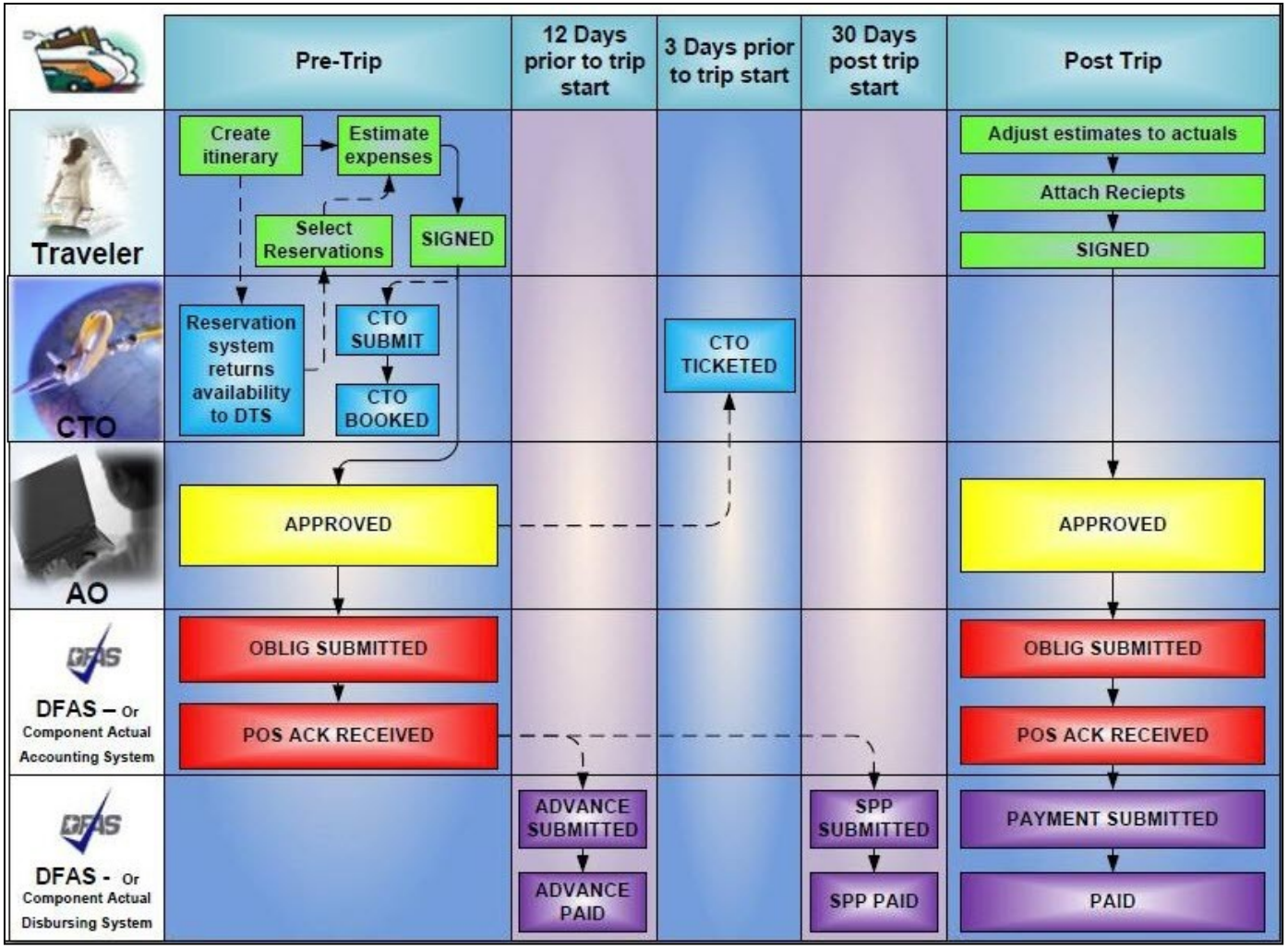
- Traveler's first notice of DUE US Status


Notification of Payment Due US Government
NOTIFICATION OF PAYMENT DUE GOVERNMENT DUE TO OVERPAYMENT
Your voucher, FFLASVEGASNV062210_V01, indicates a debt may be owed to the Government if approved as submitted. After the Authorizing Official approves your voucher, you will receive an electronic notification indicating the amount of your debt, if any, and further instructions. If your voucher is approved with an amount owed to the Government, you will have 30 days from the date of electronic notification to make payment or submit a request for waiver, remission, or cancellation of the debt. Contact your Debt Management Monitor to discuss or initiate a waiver of indebtedness. If a waiver of indebtedness is not recorded in DTS within 30 days, action will automatically be taken to collect the debt via payroll deduction.
Cancel
Save and Continue

Other Travel Situations

- Medical TDY/TAD
  - Note on authorization and attach to voucher
- Voucher for deceased Marine
  - Refer to Automated Pay System Manual (APSM)
- Cross Fiscal Year TDY/TAD
  - Refer to your FDTA

DTS Trip Process



Transition

- Questions?
- **<u>Question</u>**: When are receipts required?

Transition

- **<u>Answer</u>**: Any expense for airfare or rail transportation, rental car, lodging, expenses over $75.00, and other expenses as required.

Transition

- **<u>Question</u>**: What do you do with an expense that appeared on the authorization, but the actual amount is different?

Transition

- **Answer**: Change the amount on the voucher to match the actual expense.
- Next: identify applicable regulations

Identify Regulations

- Details are in your Student Guide:
  - JTR
  - JTR, Appendix G
  - JTR, Appendix P
  - DOD FMR 7000.14-R, Volume 9, Chapter 3
  - MCO 4650.39A
  - MCO 4600.40A

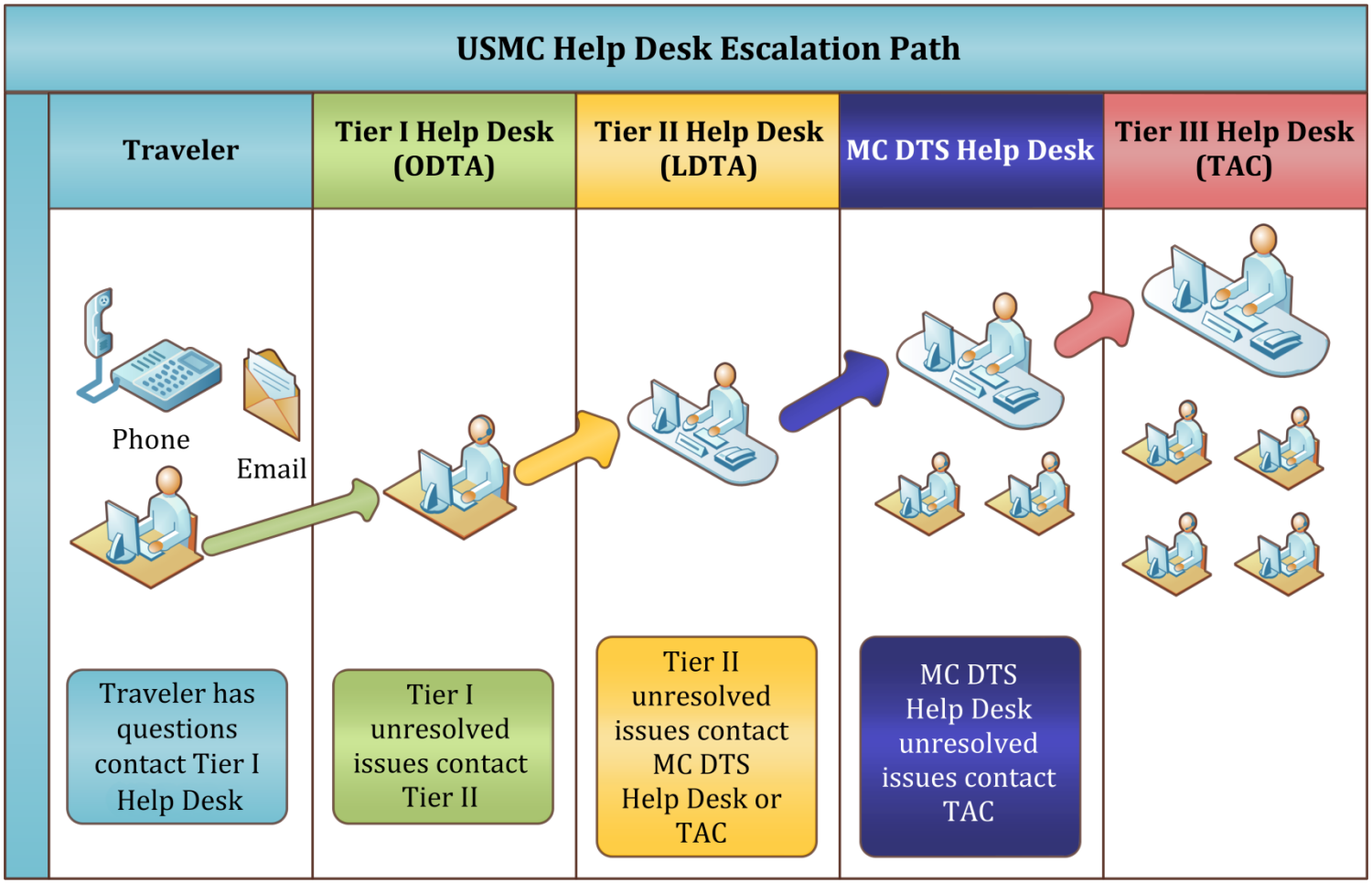
Transition

- Questions?
- **<u>Question</u>**: Which MCO provides policy and procedures for the operation of DTS?

Transition

- **Answer**: MCO 4650.39A
- Next: identify available resources

Path of Escalation


USMC Help Desk Escalation Path
Traveler
Tier I Help Desk (ODTA)
Tier II Help Desk (LDTA)
MC DTS Help Desk
Tier III Help Desk (TAC)
Phone
Email
Traveler has questions contact Tier I Help Desk
Tier I unresolved issues contact Tier II
Tier II unresolved issues contact MC DTS Help Desk or TAC
MC DTS Help Desk unresolved issues contact TAC

Role of the AO and ODTA

- See the AO if the traveler has issues with per diem entitlements and the status of authorizations or vouchers
- See the ODTA if the traveler has problems with profile, permissions, document rejects, and any questions unresolved by the AO

Identify Resources

- DTA Contact Card – key contact information
  - Obtain from the ODTA

Travel Assistance

Local Help Desk: xxx-xxx-xxxx; (DSN) xxx-xxxx
Email: (insert email address)

DTA: (name) xxx-xxx-xxxx; (DSN) xxx-xxxx
Email: (insert email address)

Travel Assistance Center: 1- 888-Help1-Go
Overseas: Dial 1-888-Help1-Go from any DSN line

Submit a help desk ticket online through TraX:
www.defensetravel.dod.mil/passport

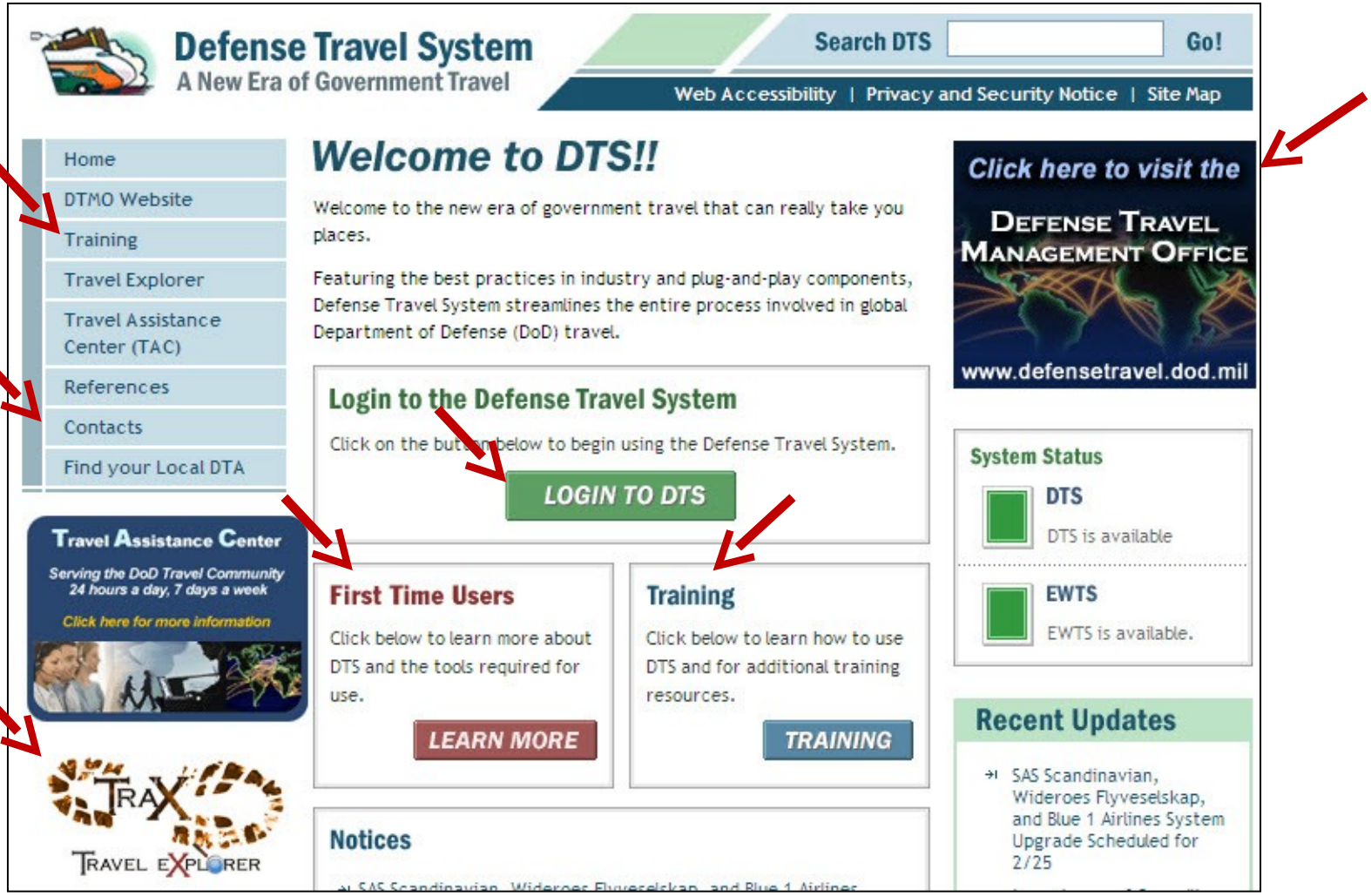
Installation Transportation Office:
111-111-1111; (DSN) 111-1111

Commercial Travel Office: xxx-xxx-xxxx
After Hours: xxx-xxx-xxxx

DTS Website: www.defensetravel.osd.mil

Access travel training and other travel resources through the Defense Travel Management Office
www.defensetravel.dod.mil

DTS Website

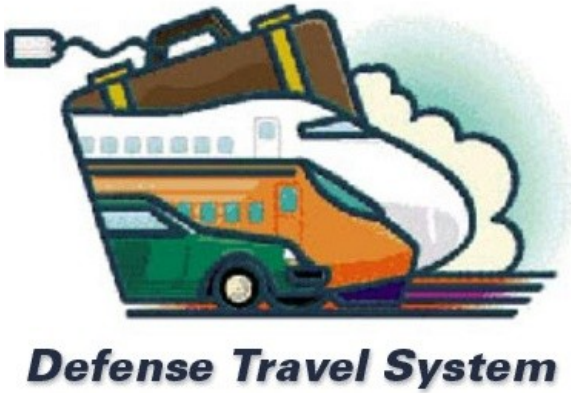

Defense Travel System
A New Era of Government Travel
Search DTS
Go!
Web Accessibility | Privacy and Security Notice | Site Map
Home
DTMO Website
Training
Travel Explorer
Travel Assistance Center (TAC)
References
Contacts
Find your Local DTA
Welcome to DTS!!
Welcome to the new era of government travel that can really take you places.
Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.
Login to the Defense Travel System
Click on the button below to begin using the Defense Travel System.
LOGIN TO DTS
Click here to visit the
DEFENSE TRAVEL MANAGEMENT OFFICE
www.defensetravel.dod.mil
System Status
DTS
DTS is available
EWTS
EWTS is available.
Travel Assistance Center
Serving the DoD Travel Community 24 hours a day, 7 days a week
Click here for more information
First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE
Training
Click below to learn how to use DTS and for additional training resources.
TRAINING
TRAX
TRAVEL EXPLORER
Notices
Recent Updates
SAS Scandinavian, Wideroes Flyveselskap, and Blue 1 Airlines System Upgrade Scheduled for 2/25

Identify Resources

- Defense Travel System (DTS) website
  - Login to DTS
  - Access “Training” and “Resource Lookup” tabs
- Defense Travel Management Office (DTMO) Travel Explorer (TraX)
  - Register and login
  - Access “Knowledge Center” and “Training” tabs

Identify Resources

- Local Tier I and Tier II Helpdesk contact information:



Transition

- Questions?
- **<u>Question</u>**: What website contains most of the DTS resources?

Transition

- **Answer**: www.defensetravel.dod.mil
- Next: summary

Summary

- The following topics were discussed during this lesson:
  - Identify traveler responsibilities
  - Complete travel authorizations
  - Complete travel vouchers
  - Identify applicable regulations
  - Identify available resources

Discussion/Questions